

PUNJAB
EUROPEAN EDUCATION
CODE

Seventh Edition.

(Reprint 1937.)



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CHAPTER I.

DEFINITIONS AND CONDITIONS OF RECOGNITION.

1. (a) A sum of money is annually granted by the Local Government for European education. Annual grant and its object.

(b) The object of the grant is to aid in maintaining efficient schools for European children and institutions for training teachers for such schools. The grant is administered by the Education Department of the Local Government, hereinafter called the "Department."

2. (a) In this Code, unless there is anything repugnant in the subject or context :—

(i) words importing the masculine gender shall be taken to include females ; and

(ii) words in the singular shall include the plural and *vice versa*.

(b) The term "European" in this Code signifies any person of European parentage, pure or mixed, who retains European habits and modes of life ; but the Department shall in all cases of doubt decide the proper application of the term.

" European."

The definition of the term "European" given in this article excludes from the benefits of the Code Armenians, Parsis, non-European Jews, and Indian Christians ; but it does not prevent the admission of a certain proportion of non-Europeans into European schools [*vide* article 24 (c) and 36 (c) (i) and (ii)]. Non-Europeans in European schools are eligible for certificates and scholarships on the same conditions as Europeans.

(c) The term "resident of the Punjab" means any person having lived in the Punjab or any of its dependencies, or any Indian State within the geographical limits of the Punjab, for a period of at least five years ; or being stationed therein for purposes of business or the public service, or being employed on the North-Western Railway or at the headquarters of the Government of India.

" Resident of the Punjab."

(d) The term "Director" signifies the Director of Public Instruction, Punjab.

" Director."

(e) The term "Inspector" signifies the Inspector of European Schools, Punjab.

" Inspector."

3. A school is said to be recognized when it is placed upon the list of recognized schools maintained by the Department.

Definition of recognition.

4. Recognition shall be granted by the Director, and may be limited to certain sections or classes or subjects.

Authority competent to recognize.

DEFINITIONS AND CONDITIONS OF
RECOGNITION [Chap. I.

Conditions of
recognition.

5. The recognition of a school is governed by the following conditions :—

- (a) that the school is needed in the locality on educational grounds.
- (b) that it is under a regularly constituted and registered managing body (hereinafter called "the managers") every change in the management being reported to the Department for approval.

NOTE I.—By "change in the management" is not meant any change in personnel, but any change such as the reorganization of the managers or the transfer of a school from one managing body to another.

NOTE II.—The regulations governing registration are given in the Registration of Societies Act, XXI of 1860.

- (c) that its financial resources are such as to ensure its continued maintenance in an efficient condition.
- (d) that the school premises, buildings, offices and sanitary arrangements are sufficient, suitable and healthy, and that, where necessary, they are properly lighted and warmed.

NOTE I.—Rooms used for teaching purposes should provide at least twelve square feet per pupil, where only one class is taught, and sixteen square feet per pupil where more classes than one are taught in the same room.

NOTE II.—The sleeping space allotted to each boarder must be declared by competent authority to be sufficient for purposes of health. In administering this article the Department will endeavour to secure provision for each child of not less than forty-five superficial feet and 450 cubic feet. When a boarding school is erected with the aid of a building grant the internal space provided for each boarder must be in accordance with the measurements stated in this article.

- (e) that it is satisfactorily equipped with furniture, books, maps, and other apparatus.
- (f) that, in the case of boarding schools, due provision is made for the feeding, accommodation, recreation, and medical attendance of the boarders.
- (g) that it strictly observes the rules prescribed by the Department for the prevention and extinguishing of fires (*vide* appendix XIX).
- (h) that the teachers are suitable as regards character and qualifications and are adequate in number.
- (i) that the teachers are engaged on a written agreement in which the conditions of service are clearly defined and in which provision is made for the payment of salaries during the vacation (*vide* appendix XXV).
- (j) that it has adopted the Standard Provident Fund Scheme (appendix XXII), or possesses a similar scheme which has received the approval of the Inspector.

- (k) that its teaching, tone, and discipline are satisfactory.
- (l) that the rates of tuition and admission fees are in accordance with scales approved by the Department (*vide* article 29).
- (m) that efficient arrangements are made for physical training.
- (n) that it observes all the rules and regulations of this Code and follows the prescribed courses of study.
- (o) that all the records and registers specified in Chapter V are maintained.
- (p) that it is open to inspection and agrees to submit all records and reports called for by the Department from time to time.

6. Applications for recognition in the form given in appendix XXI should be submitted to the Inspector and should satisfy him that the conditions laid down in article 5 are fulfilled.

Application for recognition.

7. Where recognition is refused to a school, a copy of the order shall be sent to the Correspondent stating the reasons for which recognition has been withheld.

Refusal of recognition.

8. When a school or any of its departments has ceased to fulfil any of the conditions of recognition, recognition shall be withdrawn from that school or department, provided that where recognition is withdrawn as a disciplinary measure, the managers shall be allowed a full opportunity of explanation. If the defects are capable of immediate or early removal, the school authorities shall on the first occasion be allowed reasonable time, to be fixed by the Department, within which to remedy them; and if they are remedied to the satisfaction of the Department, recognition shall not then be withdrawn.

Conditions of withdrawal of recognition.

9. Only those schools which are recognized are eligible to present pupils for the examinations regulated by this Code or to accept scholars in receipt of Government scholarships or to share in any other benefits of the Code.

Benefits of the Code extend to recognized schools only.

10. (a) The managers of a school shall appoint a Correspondent with the Department who shall in every case be approved by the Inspector.

Appointment of Correspondent.

(b) In communicating with the Department the Correspondent shall invariably address the Inspector by designation.

(c) In the case of a change of Correspondent, the outgoing Correspondent shall at once inform the Inspector of the name of his successor.

Inspector's
register.

11. The Inspector will maintain a register of all schools recognized and/or aided by the Department in which will be shown the name and situation of each school, whether it is for boys or girls, its recognized grade and the name of the Correspondent.

Inspector's
visits.

12. (a) The Inspector may visit a recognized school at any time with or without notice.

(b) An annual visit will be paid by the Inspector to each school. Notice of the proposed date of the annual visit will be given to the managers at least ten days before it takes place.

(c) Unaided schools which are recognized, or which desire recognition, are subject to such inspection as may be necessary in order to satisfy the Department of the observance of the conditions stated in article 5.

Interpreta-
tion of the
Code.

13. The interpretation of any article in this Code shall rest with the Department.

Powers of the
Department.

14. The Department may cancel or modify any articles or schedules of this Code or may introduce new articles.

CHAPTER II.

GRADES OF SCHOOLS.

15. All recognized schools shall be graded by the Department as primary, middle, or high. Classification of schools.

16. (a) A primary school is one which teaches up to standard IV inclusive. Grades of schools defined.

(b) A middle school is one which teaches up to standard VII inclusive.

(c) A high school is one which teaches up to the standard of the Cambridge School Certificate Examination.

17. In grading a school the Department will take into consideration :— Grading of a school determined.

(a) the standard up to which there is a real, and likely to be a permanent, demand for instruction in the school :

(b) the competence of the school staff to teach up to that standard, and its sufficiency for the number of classes in the school. As a general rule, the staff will be regarded as insufficient if any teacher is required to instruct more than thirty-five scholars, or more than two classes at one and the same time.

18. Pupils shall be classified in sections as follows :—

Classification of pupils.

(a) in any school the pupils below standard I shall form the infant section of that school. Pupils studying in standards I to IV, or any equivalent standards specially recognized by the Department for this purpose, shall form the primary section. Pupils studying in standards V to VII, or any equivalent standards specially recognized by the Department for this purpose, shall form the middle section. Pupils studying beyond standard VII for the Cambridge School Certificate Examination or such other examinations as may be specially recognized for this purpose by the Department shall form the high section.

(b) No recognized school shall be allowed to prepare pupils for any examinations, except the Middle School or Cambridge School Certificate examinations, or such other examinations as may be recognized by the Department under article 18 (a) above. In the case of an examination so recognized, the express sanction of the Inspector is required, and this will not be given unless he is satisfied that proper provision for efficient instruction has been made.

Scope of
instruction.

19. (a) Schools graded as primary shall only be entitled to teach pupils in the infant and primary sections.

(b) Schools graded as middle shall only be entitled to teach pupils in the infant, primary, and middle sections.

(c) Schools graded as high shall be entitled to teach pupils in the infant, primary, middle, and high sections.

Alteration of
grading.

20. (a) The grading of a recognized school may be altered with the sanction of the Department.

(b) Ordinarily the Department will not sanction the raising of a primary school to the middle grade unless there is an average attendance in each of the primary classes of at least twenty-five and a probable average attendance in each of the middle classes satisfactory to the Inspector under the circumstances ; nor the raising of a middle school to the high grade unless there is an average attendance in each of the middle classes of at least fifteen and a probable average attendance in each of the high classes satisfactory to the Inspector under the circumstances.

(c) The Department will not sanction, except in very exceptional circumstances, the opening of middle or high schools or sections in the plains.

CHAPTER III.

GENERAL RULES.

All recognized schools shall be governed by the following rules and regulations :—

21. (a) The subjects taught in the infant, primary, and middle departments shall be in accordance with the schedules contained in the circular issued by the Department from time to time ; and in the case of the high departments in accordance with the regulations of the Cambridge Syndicate, as modified to suit the requirements of this province, or in accordance with the regulations of the alternative examinations referred to in article 18. Courses of study.

(b) No variation from these courses of study shall be permitted, except in particular schools, which may, with the previous sanction of the Department, substitute a course of training in various kinds of practical work, such as those specified in article 54 (d), for one or more of the subjects included in the schedule.

NOTE.—Urdu is a compulsory subject of instruction in boys' schools, and no boys' school shall be deemed "efficient" unless the Department is satisfied with arrangements made for giving instruction in this subject.

22. (a) The studies shall be conducted in accordance with a time-table, a copy of which, signed by the head master, shall be maintained in the head master's office. Time-tables.

(b) A copy of the time-table for each class shall be hung in the class room and shall be signed by the head master.

(c) A time-table, showing the distribution of work among the teachers, and the number of periods taught by each, shall be maintained in the head master's office.

(d) These time-tables shall be filed for reference at the end of the school year.

NOTE.—Any important change in the curriculum of studies shall receive the previous approval of the Inspector.

23. (a) The head master is responsible for the accuracy of the records and registers required in chapter V and for the accuracy of all reports and returns submitted to the Department from time to time. Reports and returns.

(b) All returns and reports called for by the Inspector or the Department shall be duly made.

24. (a) In his application for the admission of a pupil, the parent or guardian shall state in writing that he accepts all the rules and regulations of the schools, and that he undertakes to pay fees according to the scale and regulations laid down in Conditions of application or admission.

the school prospectus, and to observe the regulations in respect of fees for pupils entered or withdrawn during the course of the school year, as laid down in the school prospectus.

(b) When a pupil is first admitted he shall not ordinarily be placed in any class higher or lower than that for which his transfer certificate shows him to be qualified, nor shall he be subsequently demoted, except with the previous sanction of the Inspector.

(c) Indian children admitted to European schools shall have a sufficient knowledge of English to benefit by the instruction given in the class for admission to which their other qualifications make them eligible.

Promotions.

25. (a) Promotion from one standard to the next higher may be accorded by the head master subject to the general approval of the Inspector. A pupil shall not be promoted, however, from the middle to the high section until he has passed the Middle School Examination, except with the permission of the Inspector.

(b) For all classes above the primary section each school shall hold at least three house examinations during the year (except in the case of classes sitting for public examinations in the third term), one being held in the last week of November. The results shall be tabulated in a register. Promotions except from class VII to VIII should in the main be based upon the results of these examinations.

(c) No pupil who makes less than 75 per cent. of possible attendances, counted from the date of admission, may be promoted to the next higher class or be sent up for a public examination, except with the sanction of the Inspector.

Non-admission of pupils whose parents are in debt.

26. The Inspector will from time to time notify the head masters of all European schools in the Punjab of any parent or guardian who is in debt to a European school in the Punjab or elsewhere, and the children of such a parent shall not be admitted to any European school in the Punjab without a transfer certificate in the authorized form stating that all fees have been duly paid.

Corporal punishment.

27. Corporal punishment shall only be inflicted in accordance with the following rules :—

(a) for minor offences, assistant teachers to whom authority has been delegated by the head master may inflict corporal punishment up to a maximum of six strokes. Each infliction of punishment shall require

the previous sanction of the head master and shall be inflicted in the presence of an assistant teacher as witness ;

- (b) for serious offences, and all offences requiring the cognisance of the head master, corporal punishment may be administered by the head master himself up to a maximum of twelve strokes ; and when such punishment is inflicted on the hands, under article 27 (c), the maximum number of strokes shall be six on each hand.
- (c) in the case of boys, corporal punishment should be inflicted with a cane, either on the hands or across the buttocks, no garments being removed for the purpose. In the case of girls, corporal punishment should be inflicted with a cane on the hands only ;
- (d) in every case, whether administered by the head master or his assistants a record of each instance of corporal punishment shall be maintained, stating the name of the offender, the nature of the offence, the number of strokes inflicted, the name of the teacher inflicting the punishment, the name of the witness [if under sub-clause (a)], and the date ;
- (e) the head master shall countersign each entry of a corporal punishment inflicted by his assistant teachers ;
- (f) no corporal punishment shall be inflicted in public, but shall invariably be confined to the office or private study of the teacher or head master inflicting the punishment ;
- (g) corporal punishment should not be inflicted a second time upon the same offender until at least 48 hours have elapsed after the first infliction.

28. (a) It shall not be required as a condition of admission that any pupil shall attend any religious observance or any instruction in religious subjects, from which attendance or observance he may be withdrawn by his parent or guardian ; nor shall he be obliged to attend the school on any day exclusively set apart for religious observance by the religious body to which his parent or guardian belongs. Religious instruction.

(b) The time or times during which any religious observance is practised, or instruction in religious subjects is given, shall not form part of the period of instruction required for a school

meeting (*vide* article 43); any pupil may be withdrawn by his parent or guardian from such observance or instruction without forfeiting any of the other benefits of the school.

(c) The school shall be open at all times and in all its departments to the Inspector, but it shall be no part of his duties to enquire into any instruction in religious subjects given at the school or to examine any pupil therein in religious knowledge or in any religious subject or book.

NOTE.—In all schools aided by Government religious instruction is purely voluntary. The managers of schools are not compelled to provide religious instruction for the pupils; if it is provided the parents of pupils have the right of withdrawing their children from it. When religious instruction is provided the managers are at liberty to set apart certain times in each year for examinations in religious subjects, but at such times the attendance of scholars must not be registered.

Tuition and
admission
fees.

29. (a) Tuition fees shall be levied from the pupils (except in the case of recognized orphanages and free schools), at rates which shall not be less than Rs. 6 per mensem in primary, Rs. 12 per mensem in middle, and Rs. 18 per mensem in high classes.

(b) Admission fees shall also be levied (subject to the same exception) on the first admission of a pupil to a recognized school of not less than Rs. 2 in primary and Rs. 5 in middle or high classes.

(c) In the case of children whose parents or guardians are not residents of the Punjab these fees (admission and tuition) may be increased by one-half.

(d) In cases in which the school receives a specific grant in consideration of a reduction of fee for certain children, the minimum fee may be reduced in respect of such children by the amount of such grant, but the full rate of fee shall be taken into account in calculating the difference between expenditure and income under article 40 (a).

(e) In addition, five per cent. of the pupils may be admitted free and ten per cent. at half rates on the grounds of poverty, but this concession may be withdrawn in the case of idleness or irregularity.

(f) The scale of fees shall not be varied according to the nationality of the pupil, except for pupils whose parents or guardians are not residents of the Punjab as laid down in article 2 (c) for whom the scale of fees may be increased beyond the scale laid down in clauses (a) and (b) above.

(g) Students joining on or after the 15th of a month shall pay half the tuition fee for that month.

(h) No tuition fee shall be levied for any calendar month during the whole of which a pupil has been absent on sick leave.

(i) All the fee rules of the school shall be printed on the back of the bill form.

30. (a) Accounts of income and expenditure shall be kept by the managers in the prescribed form, and shall be submitted to the Department annually, when they have been regularly audited by a competent person, not in any way connected with the school, who shall be approved by the Inspector. Managers' accounts.

(b) For manager's return, and time of submission,—*vide* appendix VI.

31. Every paid teacher shall be engaged under a written agreement with the managers [as laid down in article 5 (2)] terminable on either side with not less than three months' notice; and while the agreement may provide that the power of suspending the teacher shall rest with the head master the power of dismissing him shall rest with the managers. A teacher who considers himself unjustly dismissed shall be permitted to make a representation to the Director, and the managers shall in such a case defer final action until they have received from the Director an expression of his views. Conditions of employment of teachers.

32. Teachers in recognized schools must be certificated by the Department, except in the case of the following :— Qualifications of teachers.

(a) teachers of five years' approved service and over. Such approval will be given by the Department upon the report of the Inspector, and may be qualified in respect of the subjects or the grade of the school, for which the teacher is to be employed.

(b) graduates of a British or Irish university and teachers who have received a certificate from a Board of Education in Great Britain or a Ministry of Education in Ireland, so long as their work is approved by the Inspector.

33. Pupil teachers (*i.e.*, teachers holding no certificate or degree or other teaching qualifications approved by the Inspector) may not be employed unless the staff of the school is complete without them. Employment of pupil teachers.

CHAPTER IV.

GRANTS-IN-AID.

Particulars to accompany application for grant-in-aid. **34.** When a school desires to be placed on the list of schools receiving grant-in-aid, application shall be made through the Inspector to the Department, in the prescribed form, giving the following particulars :—

- (a) class of school ;
- (b) names, salaries, and qualifications of the teachers ;
- (c) number of pupils in each standard ;
- (d) scale of fees class by class ;
- (e) probable annual income from all sources other than Government grants ;
- (f) proposed annual expenditure ;
- (g) names of the managers and the Correspondent ;
- (h) plan of school buildings.

The form of application is given in appendix I.

Disposal of application. **35.** Should the Department decide to award a grant after considering the Inspector's report on the application, it will inform the managers, through the Inspector, from what date the school will be regarded as on the grant-in-aid list, and the amount of grant awarded.

Grants in-admissible. **36.** No grants will be paid—

- (a) to any school which is not on the list of recognized schools maintained by the Department ;
- (b) to any school which does not conform to the rules of this Code and which is not subject to the inspection of the Department ;
- (c) (i) to any school in which the number of non-Europeans exceeds 15 per cent. of the total number of pupils, or such larger or smaller percentage as the Department may by a special order prescribe for any particular school or place ; notwithstanding that
- (ii) with the sanction of the Director, Indian Christians, and Indians whose vernacular is not a local vernacular, may be treated as Europeans for the purpose of this article, up to a maximum of 10 per cent. of the total enrolment of the school.

NOTE.—Pupils who have been properly admitted under (c) (ii) above, need not be required to leave the school, if the number of pupils on the rolls should fall.

(d) to any school which is conducted for private profit.

NOTE.—A school is conducted for private profit when it is the means of livelihood or augmentation of income to a private individual or individuals.

- (e) to any school which is farmed out by the managers to a teacher or teachers.

NOTE.—A school is farmed out to a teacher if the fees are handed over to him to make what profit he can out of them.

- (f) to any school whose buildings and property are insured against fire to a smaller extent than the total amount paid from provincial revenues in the form of building and special grants.

37. Grants-in-aid are of the following kinds :—

Kinds of grants.

- (a) ordinary grants, which shall consist of block and staff grants added together (*vide* sections III and IV) subject to the provisions of articles 40 and 45 ;
- (b) fixed grants, to take the place of ordinary grants ;
- (c) provident fund grants ;
- (d) boarding grants for orphans, the indigent, or for the poor where schools are not available ;
- (e) special grants ;
- (f) building grants.

38. (a) Special grants and building grants are payable as may be determined in each case. Grants when payable.

(b) All other grants are annual grants for the year beginning on the 1st of April, and are payable to the school in the following manner :—

During each financial year the school shall receive monthly a sum equal to one-twelfth of the total amount awarded in respect of the statistics of the preceding year. The Department, however, may in certain cases pay the whole amount in one payment. If a school is closed before the end of any year, the grant will cease from the date on which the school is closed ; and should the total grant have already been paid in one payment, a sum proportionate to the unexpired portion of the school year shall be repaid to the Department.

39. Grants may be reduced or withheld when any of the conditions laid down under articles 5 and 36 is contravened, or for other reasons shown in the Inspector's report. In either case a statement of the reasons for which the grant has been reduced or withheld shall be communicated to the managers, who shall have an opportunity of making to the Department such representations as they desire. A reasonable time, to be determined by the Department, shall then be allowed for improve- Reduction of grants.

ment, after the lapse of which further Government grants will be reduced or withheld should the school continue to be unsatisfactory.

Limitation of grant.

40. (a) The maximum grant awarded to a school under the heading of ordinary grant as defined in article 37 (a) shall not exceed the difference between the approved expenditure on tuition and the total income from tuition and admission fees (*vide* appendix XVII).

(b) This maximum shall, however, be subject to such orders regarding percentage reductions as the Department may from time to time determine.

Reserve fund.

41. (a) If in any year the income from all sources, including Government grants, exceeds the total expenditure, the excess shall be placed to the credit of a school reserve fund, a report to this effect being made to the Inspector.

(b) This reserve fund is intended either to build up the private financial resources of the school or to be expended on urgent school needs, and shall only be operated with the sanction of the Inspector. Failure to comply with this rule will render the school liable to reduction of grant.

SECTION II.—ORDINARY GRANTS.

Number of school meetings required for full grant.

42. (a) To be entitled to the full ordinary grant under this section [*vide* articles 37 (a), 40 and 45], a school shall have held not less than 380 full school meetings during the school year.

(b) If a school has held less than 380 full school meetings, a proportionate reduction shall be made in the grant, except in cases where a full year has not elapsed since the school was placed on the grant-in-aid list.

Full school meeting defined.

43. By a full school meeting is meant a period of two hours of secular instruction. In the infant section of a school a period of one and-a-half hours of secular instruction shall be considered as a full school meeting. In no case may more than two school meetings be counted on the same date.

Ordinary attendance defined.

44. By the term "ordinary attendance" in the following articles shall be understood the average daily attendance during the school year.

Grading of schools for purposes of grant-in-aid.

45. Schools regarded by the Inspector as excellent from every point of view, shall be graded for grant-in-aid purposes under article 37 (a) at 100 per cent. Schools regarded as fairly satisfactory shall be graded at 75 per cent. Schools whose retention on the grant-in-aid list is under consideration may be graded at rates lower than 75 per cent. All other schools shall be graded within the limits of 75 per cent. and 100 per cent.

NOTE.—"Every point of view" shall be taken to include teaching, tone, discipline, games, and accommodation.

SECTION III.—BLOCK GRANTS.

46. The following are the scales for the calculation of block grants :—

Calculation
of block
grants.

A.—Infant Section.

Rupees 25 for each of the first ten scholars in ordinary attendance ;

Rupees 20 for each of the second ten scholars in ordinary attendance ;

Rupees 15 for each of the remaining scholars in ordinary attendance.

B.—Primary Section.

Rupees 35 for each of the first twenty scholars in ordinary attendance ;

Rupees 25 for each of the second twenty scholars in ordinary attendance ;

Rupees 20 for each of the remaining scholars in ordinary attendance.

C.—Middle Section.

Rupees 50 for each of the first twenty scholars in ordinary attendance.

Rupees 35 for each of the second twenty scholars in ordinary attendance ;

Rupees 25 for each of the remaining scholars in ordinary attendance.

D.—High Section.

Rupees 70 for each of the first five scholars in ordinary attendance ;

Rupees 50 for each of the next ten scholars in ordinary attendance ;

Rupees 35 for each of the remaining scholars in ordinary attendance.

NOTE I.—For the purposes of this article, the attendance of pupils in each section of a school must be calculated separately.

NOTE II.—No grant will be paid on account of pupils under three years of age or on account of a pupil who has remained in the infant section for more than two years or on account of a pupil who has remained in the same class for more than two years.

SECTION IV.—STAFF GRANTS.

Calculation
of staff
grants.

47. Grants may be made not exceeding one-half of the approved salary of each approved teacher in the school whose work is regarded as satisfactory by the Inspector, excluding teachers of music, religious knowledge, and other subjects not in the prescribed curriculum.

NOTE I.—Where the salaries paid are considered by the Inspector to be either lower or higher than those current in corresponding institutions of a similar grade, he may for the purpose of calculating staff grants, enhance or decrease such salaries.

NOTE II.—In cases where vacation salary is paid under article 5 (i), this vacation salary, if approved, shall be taken into account for the purposes of awarding staff grants.

NOTE III.—No staff grant will be paid on account of the number of periods spent by a teacher in religious instruction or in teaching any non-approved subject.

NOTE IV.—No staff grant will be paid on account of a pupil teacher (*vide* article 33).

SECTION V.—FIXED GRANTS.

Fixed grants.

48. Instead of the grants which may be payable under sections II, III, IV and VI of this chapter, grants fixed in amount for a term of years may be given to schools, under conditions which shall be determined by the Department.

SECTION V.—PROVIDENT FUND GRANTS.

Conditions of
provident
fund grant.

49. (a) In addition to the grants admissible under the preceding rules, a provident fund grant will be admissible in an aided school in which a provident fund is established and properly administered in accordance with the prescribed Standard Provident Fund Rules (appendix XXII) or other approved rules.

(b) The special provident fund grant shall be assessed annually and shall be an amount equal to half an anna in the rupee of the total approved salaries paid during the year to the authorized subscribers to the fund at the time of assessment. The grant will only be awarded if an equal amount has been paid into the fund from its own resources by the controlling body.

(c) The special provident fund grant, together with the equal amount paid by the controlling body, shall constitute the contribution of the controlling body for the purposes of the Standard Provident Fund Rules.

SECTION VII.—BOARDING GRANTS.

50. A boarding grant is a special grant paid in respect of orphans and destitute children, and of children of the poor in places where schools are not available. Boarding grants defined.

51. A special grant of Rs. 8 per mensem for each child in addition to ordinary grants of all descriptions may be made, after enquiry, by the Department, in respect of orphans and destitute children of persons resident in the Punjab [as laid down in article 2 (c)], or in respect of children of the poor in places where schools are not available, in aid of boarding charges to orphanages, and to other schools which in the opinion of the Department provide an education suitable to orphans and destitute children. Rate of boarding grants.

52. The following conditions govern the bestowal of this grant :— Conditions governing boarding grants.

- (a) for every scholar, on whose account a grant is claimed, a certificate must be obtained from the magistrate of the district to which the child belongs testifying to his destitution. The form of magistrate's certificate will be found in appendix XI;
- (b) These certificates must be filed in the school for reference and be submitted to the Inspector at the annual inspection ;
- (c) no pupil over the age of eighteen years shall be eligible ;
- (d) schools cannot claim this grant for military orphans; for whom military allowances are given (such children must, unless specially exempted, read in military schools) or for children paid for from any other public or private fund.

53. In the case of children of the poorer classes of Europeans, resident in the Punjab where no suitable education is available, arrangements may be made by the Inspector for the education of such children at a suitable school, which shall receive a boarding grant amounting to the entire cost of such education or such part thereof as may be deemed necessary and of conveyance to and from the school, provided that the necessity for this is certified by some responsible person to the satisfaction of the Department. Boarding grants for children in remote places.

SECTION VIII.—SPECIAL GRANTS.

- 54.** Special grants other than grants under section VII may be made on the recommendation of the Inspector :—
- Special grants and their object.
- (a) to schools in places where there is a small or poor European population ;
 - (b) to schools newly established ;
 - (c) towards the purchase of school furniture, apparatus, and books for school libraries, etc. ;
 - (d) towards the purchase of appliances and material for the teaching of science, carpentry, smith's work, cookery, household duties, shorthand and type-writing, drill, gymnastics, and such other subjects as the Department may approve ;
 - (e) towards the cost of instruction in any of the subjects specified in (d) above, provided that additional expenditure is incurred on that account, and that the ordinary grant is considered insufficient ;
 - (f) for any other reason which the Department may consider sufficient.

NOTE I.—Managers desiring a special grant on any account under this Article should place before the Inspector at the time of his annual visit a clear statement in writing of the grounds on which a special grant is requested.

NOTE II.—One of the cases covered by this clause is that in which it can be proved that a grant earned under the Code, has, through misadventure, for which the managers are not to blame, fallen greatly below the average of the previous grants to the same school. Special grants under this clause will not ordinarily raise the total grant for the year above the grant for the previous year, the average grant of the three previous years, or the income of the school from other sources.

- 55.** The managers must undertake to refund the amount of any grant made for furniture, apparatus or appliances if the school ceases to exist within three years from the date of payment.
- Liability of managers to refund a grant-in-aid.
- 56.** Special grants under this section shall be awarded subject to funds being available and to such conditions as the Department may impose.
- Conditions of award.

SECTION IX.—BUILDING GRANTS.

- 57.** Grants may be given to managers of recognized schools in aid—
- Building grants and their objects.
- (a) of erecting, purchasing, enlarging, or adapting school buildings ;
 - (b) of executing extensive repairs or alternations ;
 - (c) in special cases of paying off debts incurred in erecting, purchasing, enlarging, or adapting schools buildings ;

(d) of acquiring land for school purposes .

58. Except in cases provided for in article 57 (c) no grant will be given for a building regarding the erection, purchase, enlargement, or adaptation of which the Department has not been consulted, or for which aid has not been promised previous to its erection, purchase, enlargement, or adaptation.

Previous approval of Department necessary for undertaking building operations.

59. (a) Every application for a grant must be submitted through the Inspector to the Department in the form shown in appendix II as early as possible in the school year. It must contain a certificate from the managers that the funds at their disposal will, when added to the grant applied for, be sufficient to meet the full cost of the work.

Application for building grants, how made and disposed of.

(b) Rough plans and approximate estimates should be attached to the application. If the applicant desires that these should be prepared by the Public Works Department, he should apply to the divisional officer, who will be entitled to levy fees on the scale laid down in the municipal works rules.

60. In the case of an application for a grant for repairs or alterations under article 57 (b) the managers shall be required to show that the necessity for such a grant has not arisen from the neglect of current repairs in previous years.

Application for grant under article 57 (b).

61. In making an application for a building grant the managers shall undertake to execute a trust-deed in the standard form shown in appendix III or in such other form as may be sanctioned by the Department.

Execution of a trust-deed necessary.

NOTE.—All first grants paid to schools, irrespective of the amount, shall be subject to the provisions of this Article; but for subsequent grants towards extensions or alterations to a building on which Government holds a lien, no fresh deed shall be executed when the amount of the grant is less than Rs. 500.

62. The trust-deed must provide for the legal ownership of the premises, for the proper maintenance of the building, and for the inspection and management of the school.

Provisions of trust-deed.

NOTE.—The execution of trust-deeds need only be insisted upon in the case of the erection or purchase of buildings, or in other cases, where the Local Government considers such a document necessary.

63. Grants under this section shall not ordinarily exceed one-half of the total cost. In places where there is a small or poor European population, or in cases where it shall be so specially determined by the Department, the maximum grant shall not exceed two-thirds of the total cost.

Maximum grant admissible.

64. When a grant is sanctioned, the managers shall be informed in what year or years and in what instalments it will be paid.

Payment of grant.

Conditions to be satisfied before payment of grant.

65. No grant will be paid under the preceding articles until—

- (a) detailed plans and estimates approved and signed by the local divisional officer of the Public Works Department (Buildings and Roads Branch) have been submitted to the Director through the Inspector, and have obtained his final approval before the work is actually begun ;
- (b) the trust-deed, where considered necessary, has been duly executed and forwarded by the managers to the Department for safe custody.

The Department retains a lien on buildings to the extent of the grant-in-aid.

66. If any building towards the erection, purchase, enlargement, adaptation, alteration or repair of which a grant has been made by the Department is subsequently diverted to other than educational purposes, the Department shall have a prior lien on the buildings for the recovery of the grant, and a provision to this effect will be made in the trust-deed.

NOTE.—“ Building ” here includes “ any portion of a building,” *e.g.*, the Department gives a grant towards the erection of a building which contains several rooms designed to be used as school-rooms. One of these may not, after the grant has been given, be converted into a chapel, or used, during school hours, for other than the purposes of secular education.

Advances admissible.

67. Advances may be made from time to time out of the sanctioned building grant on receipt of a report from the Public Works Department that the work is proceeding satisfactorily.

Conditions for payment of the full grant.

68. The building grant will not be paid in full until the Department is satisfied that the building has been satisfactorily completed in accordance with the detailed plans and estimates provided for in article 65 (a).

NOTE.—The satisfaction of the Department shall be held to mean the production of a completion certificate signed by a responsible officer of the Public Works Department in the form as at appendix XXVI. The school authorities should apply direct to the divisional officer of the Public Works Department for this certificate, stating that to the best of their knowledge the work or portion of the work for which the grant or portion of the grant is desired, has been duly completed according to the plans and estimates approved by the Public Works Department.

CHAPTER V.

RECORDS.

69. In every recognized school the following records in the prescribed form must be maintained :— Records to be maintained.

- (a) the latest edition of the Code, and the current orders of the Department regarding courses of study, and examinations ;
- (b) an admission register ;
- (c) attendance registers ;
- (d) a salary acquittance register and a file of scholar-ship-holders' receipts ;
- (e) a log-book ;
- (f) a portfolio to contain official letters, documents and the annual reports of the Inspector ;
- (g) a fee register in the form given in appendix XXIII ;
- (h) a corporal punishment register as prescribed in article 27 (d).

70. The admission register should be kept by the head master and the necessary entries made in it as occasion arises. It should invariably be up-to-date and should have an alphabetical index. Successive numbers should be allotted to the scholars on their admission. Each scholar should have his own number and retain it throughout his school career. A pupil, who is re-admitted to a school, should resume his original admission number. Admission register : general rules.

71. The admission-register must show distinctly for each pupil— Details of admission register.

- (a) his number on the register ;
- (b) the date of his admission ;
- (c) all his names in full ;
- (d) the name, address, occupation and nationality of his parent or guardian ;
- (e) his birth place ;
- (f) the date of his birth ;
- (g) the last school, if any, which he attended ;
- (h) the highest standard in which he there studied ;
- (i) the date of his leaving ;
- (j) the number of his transfer certificate.

NOTE.—The information in the admission register should correspond with that shown in the transfer certificate from the last school attended (if any).

72. A separate attendance register should be kept for each class or for each section of a school, the classes being kept separate. The register of each class should be marked by the teacher in charge of that class and should frequently be checked by the head master, who is responsible for the accuracy of all registers. Attendance registers : general rules.

Attendance registers : detailed rules.

73. In marking attendance registers, the following rules should be observed :—

- (a) the register must be marked at each school-meeting ;
- (b) after the registers are closed no scholar may be marked ;
- (c) the presence or absence of each pupil must be marked at each school meeting ; but if a pupil marked present leaves during the meeting his attendance must be cancelled ;
- (d) the entries must be made at the beginning of each session in ink ;
- (e) in mixed schools the names of boys should be entered above those of girls, a space being left between ;
- (f) pupils absent on account of sickness should be marked with 'S,' those absent with leave with 'L,' and those absent without leave with 'A' ;
- (g) pupils who remain absent without leave for six consecutive days shall be struck off the rolls ;
- (h) pupils who are necessarily absent from a school meeting or meetings for attendance at any public examination, at class firing or at detachment, company, or batallion drill, may be credited with attendance at such meetings ;
- (i) holidays or half holidays should be marked by a line drawn down the whole length of the column or the word 'holiday' should be written across the columns ;
- (j) in the attendance register for each month should be entered the number of times the school was open, and the total number of attendances made by all the pupils during the month.

NOTE.—The total number of attendances should be determined by adding together the daily attendance at the foot of the column and again by adding together the monthly attendances of all the pupils ; the total should be the same.

- (k) the attendance of pupils under three years of age, or of those who have been in the infant section for more than two years, must not be included in either the daily or monthly totals ;
- (l) attendances for less than a full school-meeting as defined in article 43 must not be counted ;
- (m) all changes, erasures and alterations in the marking of attendance registers must be made in red ink and must in all cases be attested by the signature of the head master ;

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(n) attendance registers must be closed on the last day of the school year and new ones opened on the first day of the new school year.

74. (a) The only persons authorized to make entries in the log-book, are the head master and the Inspector. Entries in the log-book.

(b) Such communications from the Inspector as he may direct to be inserted in the log-book must be copied *verbatim* therein.

(c) The head master shall from time to time make suitable entries in the log-book, recording such matters as the visits of the managers, or of the Inspector, examination results, new appointments and other staff changes, important school events, cautions, records of illness, etc.

(d) At the beginning of each school year the name of every teacher who is to form part of the school staff for that year, and the general distribution of work among them, shall be entered in the log-book and every subsequent change in the staff, or important change in the distribution of work must thereafter be recorded.

(e) It is necessary to record in the log-book the action taken by the managers on any points brought to their notice by the Inspector.

(f) The log-book shall be kept in the custody of the head master, but shall be open at all times to the Inspector or the managers. No entry made in the log-book may be removed, nor may it be altered otherwise than by a subsequent entry.

NOTE.—A visitor's book may be kept for recording the remarks of visitors to the school.

75. The portfolio is designed for the orderly custody of all official letters and documents relating to the school. In it should be kept all letters, in original, from the Department and copies of all letters to the Department. Agreements with the teachers and the like should also be placed in the portfolio. Portfolio.

NOTE.—The purpose of this article is to ensure the careful preservation of important documents. But where the number of papers to be placed on record is large they may be filed under different headings.

76. The fee register should be so kept as to show month by month the fees actually paid for each pupil. These entries shall be verified by the auditor ; and a list shall be prepared at the beginning of the school year by each school and submitted to the Inspector, showing the cases in which reductions have been made in the fees charged, with a brief statement of the reasons, and showing what school (if any) the pupil has previously attended and what was the rate of fee there paid for him. Fee register.

77. The Inspector is entitled to examine all school records at any time. Examination of records.

CHAPTER VI.

TRANSFER RULES.

Form of transfer certificate.

78. No recognized school shall admit a pupil without a transfer certificate (in the form shown in appendix V) from the last school which he attended (if any) and in no case shall a pupil be permitted to attend a class pending formal admission.

NOTE.—Pupils returning to a school in the plains in the winter after attending a school in the hills in the summer or *vice versa*, shall count attendance in both, and shall be admitted from one to the other without a final leaving certificate, but shall produce a certificate stating that all fees have been paid in the school last attended.

Application for transfer certificates.

79. Application for a transfer certificate must be made to the head master by the parent or guardian of the pupil.

Reasons for refusal of transfer certificates.

80. The certificate must be either granted or refused on the day on which the application is received. The only ground on which a transfer certificate may be refused is non-payment of fees due. Refusals must be given in writing, must state the amount or nature of fees due, and must be signed by the head master.

Validity of certificates.

81. No transfer certificate is valid unless it is in the authorized form.

Duplicates how obtained.

82. Application for a duplicate certificate must be made through the Inspector. Should he authorize the issue of a duplicate certificate, a fee of Re. 1 shall be paid to the school for it.

Expulsion to be noted on certificates.

83. If a pupil has been expelled from a school for misconduct, and a transfer certificate be called for and given, the certificate shall bear the words "Expelled for misconduct."

Copy of transfer certificates to be retained.

84. All transfer certificates shall bear a serial number which shall be entered against the pupil's name in the admission register; and a copy of each transfer certificate issued shall be kept, and submitted to the Inspector at the time of his visit.

Inspector settles differences between schools.

85. All questions arising between one school and another respecting the enforcement of these rules shall be referred to the Inspector, whose decision shall be final.

Transgression of rules renders a school liable to forfeiture of the benefits of the Code.

86. Transgression of any of the foregoing rules will render an aided school liable to suspension, reduction, or withdrawal of grant, to forfeiture of the right to send up pupils to the public examinations, and the right to hold scholarships; and in the case of a recognized unaided school to the loss of recognition.

CHAPTER VII. SCHOLARSHIPS.

87. Scholarships are of four grades ; primary, middle, high and collegiate.* Grades of
scholarships.

88. The following scholarships will be awarded annually by the Department :— Scholarships
annually
awarded.

- (a) twenty primary scholarships of the value of Rs. 10 each per mensem, tenable for three years at any recognized school of a grade higher than primary ;
- (b) twenty middle school scholarships of the value of Rs. 12 each per mensem, tenable for two years at any recognized high school or department,
- (c) ten high school scholarships (four of the value of Rs. 40 each per mensem for two years and six of the value of Rs. 20 each per mensem for two years) tenable at an approved educational institution for higher studies.
- (d) one collegiate scholarship of the value of Rs. 60 per mensem, tenable for two years at any approved college of a University.

NOTE.—One of the scholarships under (c) above may be tenable at the King Edward Medical College, Lahore, for five years.

89. (a) Primary scholarships are awarded on the recommendation of the Inspector after examination of the school records :— Scholarships :
how awarded.

The competition for primary scholarships will be limited to pupils whose parents or guardians are certified by a competent authority to be in need of assistance for the education of their children, the parents' or guardians' income and circumstances being stated in each case. It should also be certified by the head of the institution concerned that the candidate has been industrious, of good character, and regular in attendance. (a) Primary.

(b) Middle school scholarships are awarded on the results of the Middle School Examination. (b) Middle.

(c) High school scholarships are awarded on the results of the Cambridge School Certificate Examination. (c) High.

(d) To be eligible for a scholarship under article 88 (d), the applicant must have been eligible under (c), must have passed the Intermediate Examination in the first or second division, and must undertake to continue to study for the B.A. or B.Sc. degree in any college approved by the Punjab Government for this purpose. (d) Collegiate.

*Besides these a few professional scholarships are also awarded, information concerning which can be obtained from the Inspector of European Schools, Punjab.

- Preference given to residents of the Punjab.** **90.** When a sufficient number of candidates is forthcoming who are residents of the Punjab [as defined in article 2 (c)], scholarships shall be awarded to such children in preference to others.
- Scholarships may be converted.** **91.** If candidates are not forthcoming who wish to study the courses prescribed for holders of scholarships under article 88 (c) and (d), these scholarships may be made available for higher study in any institution approved for this purpose by the Department.
- Applications for scholarships.** **92.** (a) Applications for scholarships must be sent to the Inspector in the form prescribed in appendix XXIV. Applicants must declare in writing at the time of the submission of their applications for scholarships, whether they wish to take up scholarships under article 88 (c) or (d).
(b) Applicants for middle and high school scholarships must submit at the time of application through the head of their school, to the Inspector, a certificate in the form prescribed in appendix XXIV.
NOTE.—Candidates from boys' schools for middle and high school scholarships must offer Urdu in the Middle School and Cambridge School Certificate examinations.
- Date of submitting scholarship applications.** **93.** (a) Applications for primary scholarships must be submitted to the Inspector at the time of annual inspections.
(b) Applications for middle school scholarships must accompany the application to sit for the Middle School Examinations (*vide* article 120).
(c) Applications for high school scholarships must be submitted to the Department at the same time as the applications to sit for the Cambridge School Certificate Examination are sent to Cambridge, and in any case not later than November 1st.
(d) Applications for collegiate scholarships must be submitted to the Department within two weeks of the publication of the intermediate examination results.
- Age limit for scholarships.** **94.** (a) Candidates for primary scholarships must be under 12 years of age.
(b) Candidates for middle school scholarships must be under 15 years of age.
(c) Candidates for high school scholarships must be under 17 years of age.
NOTE.—For the purposes of this article, age should be reckoned as on the 31st of December in the year of application.
- Honorary scholars.** **95.** Candidates for middle and high school scholarships who are otherwise eligible for scholarships but who do not receive them because they receive stipends or because they cannot supply

the certificate required under article 92 (b) shall be designated as 'honorary scholars' in the notification of the award under these rules, even though they do not belong to the Punjab and may have no intention of prosecuting their studies further, provided they occupy in the pass list a place not lower than fifteenth.

96. Scholarships shall be allotted to boys and girls in such proportion as the Department may decide. Allotment of scholarships.

97. Proportionate deductions shall be made in the amount of a scholarship for every day's avoidable absence from school or college. Deduction for absence.

98. A scholarship may be reduced or withdrawn in cases of misconduct, of continued absence, or of insufficient progress in studies. Withdrawal of scholarship.

99. A scholarship may be transferred from one school or college to another with the sanction of the Inspector, or from one province to another, provided that the Inspector is satisfied that the circumstances justify the transfer. In the latter case the amount shall be paid through the provincial Accountant-General concerned. Transfer of scholarships.

100. No pupil can hold more than one Government scholarship at one and the same time. Scholars to hold only one scholarship at a time.

101. Immediately after the publication of the scholarship lists, the heads of institutions from which candidates have obtained scholarships should inform the Department whether the candidates propose to take up the scholarships. Should any candidate not desire to continue his studies further, the scholarship awarded will be transferred to the next eligible candidate in order of merit. In the absence of any intimation within a month of the publication of the scholarship list, it will be assumed that the scholarship may be transferred. Acceptance of scholarships.

102. In the case of a school or a college whose vacation extends over more than the permissible month, a scholarship will not lapse if the winner joins punctually on the opening of the school; but in such a case the scholarship will not be drawable for the vacation period unless the scholar joins on the first working day; and if he does not join during the first fortnight, unless covered by medical certificate, it will lapse. Lapse of scholarships.

103. (a) A scholarship is forfeited on account of continued absence (except on a medical certificate) for a whole month during which the school or college is open, and also when, during four separate months in any year, the provision of article 97 has been applied, except in both cases for reasons considered satisfactory by the Inspector. Forfeit of scholarships.

(b) A scholarship-holder who absents himself for more than a week before or after the vacation conjointly, except on a medical certificate or for reasons considered satisfactory by the Inspector, is liable to forfeit his scholarship for the whole period of the vacation. Where such absence conjointly exceeds a fortnight, the scholarship for the whole vacation period will be disallowed; where it exceeds a month, the scholarship will be forfeited, except under a medical certificate.

(c) In the case of the transfer of a scholarship during the school term under article 99 from one school or college to another, not situated in the same town, the scholarship will not be due for the period of transit, if this exceeds a fortnight; if it exceeds a month, the scholarship will be forfeited.

CHAPTER VIII.

TRAINING CLASSES AND INSTITUTIONS.

104. The following are the conditions governing the recognition of a training class or institution :—

Conditions for recognition of a training class or institution.

- (a) that it satisfies the conditions of article 5 (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), (m), (n), (p) ;
- (b) that it includes a recognized practising school, having a staff of teachers sufficient in number and fully competent to carry on both the ordinary work of the school and the training of students according to the prescribed rules ;
- (c) that it is equipped with a good library, and with a reading and recreation room suitably supplied with papers, magazines and periodicals ;
- (d) that the school classes are sufficiently large to serve the students for practising purposes ;
- (e) that it maintains the records laid down in chapter V, and in addition a register of examination results and a stipend register ;
- (f) that all the students under training reside in the hostel or boarding house unless specially exempted by the Inspector.

105. A candidate for admission to a training class or institution must produce a satisfactory certificate of moral character and must satisfy the following conditions :—

Admission of candidates.

- (a) that he is at least eighteen years of age ;
- (b) that the state of his health is satisfactory and that he is free from any infirmity or bodily defect likely to interfere with the profession of a teacher ;
- (c) that he has passed the Cambridge School Certificate Examination or is considered by the Inspector to be educated up to that standard.

106. The principal may dismiss at any time any student whose conduct is, in his opinion, unsatisfactory.

Power of dismissal.

107. A stipend is a grant given to a student to assist him in completing a course of training at a recognized training class or institution.

Definition of stipends.

108. Each student at a recognized training class or institution may be given a stipend (when stipends are available) by the Department, on the terms laid down by the Department from time to time.

Award of stipends.

NOTE I.—Stipendiaries may not hold any scholarship awarded by the Department or by any other local Government so long as they are in receipt of a stipend.

NOTE II.—Stipends are ordinarily awarded only to candidates whose parents or guardians are residents of the Punjab. A stipend may, however, be granted in exceptional circumstances to a candidate who is not so eligible but is prepared to supply the bond hereinafter specified, provided that adequate guarantees are forthcoming to secure the fulfilment of such bond in case of need.

NOTE III.—In respect of any candidate receiving a stipend from the Punjab Government a bond in the appropriate form as provided in appendices XIII and XIV shall be executed by the stipendiary if of full age or by his parent or guardian if the stipendiary be a minor.

Length of course.

109. The duration and the nature of the course and the nature of the European Teachers' Certificate Examination shall be laid down by the Department from time to time.

Grant-in-aid how assessed.

110. Aid, when accorded to a recognized training class or institution, will be given in the form of fixed grants (*vide* section V of chapter IV).

Grant of men teachers' certificate.

111. Certificates are granted by the Department to men teachers who have passed the prescribed examination at the end of the training course in the Chelmsford Training Class at Ghoragali, or any other approved professional examination.

Grant of women teachers' certificate.

112. Certificates are granted by the Department to women teachers who have passed the prescribed examination at the end of the training course at St. Bede's College, Simla, or any other approved professional examination.

NOTE I.—Certificates granted under this article are either of the first or second grade according as the candidates satisfy the conditions laid down by the Department.

NOTE II.—Teachers in possession of a lower grade certificate may gain a higher one by passing an intermediate or graduate degree of any approved University. But holders of a second grade certificate may not teach in a section higher than the middle.

NOTE III.—The Department also recognizes a certificate granted by the Department of Public Instruction, Bombay, for kindergarten teachers in European schools. But holders of this certificate may not teach in a section higher than primary.

113. Government may in special cases pay the boarding fees of students under training who are orphans or are destitute.

CHAPTER IX. EXAMINATIONS.

114. There will be no public examination of primary classes, except such as the Inspector may consider necessary for the purpose of his inspection which will be conducted *in situ*. Primary Examination.

115. The Middle School Examination is held by the Department for the purpose of— Middle School Examination.

(a) awarding scholarships ; and

(b) testing the attainments of scholars at the conclusion of their middle school education.

116. The same two-fold purpose is served by the Cambridge School Certificate Examination, in the case of pupils who complete the high school course. Cambridge School Certificate Examination.

117. Schools are required to send up the names of all pupils of the VII Standard, whose parents or guardians so desire, as candidates for the Middle School Examination, provided that such pupils conform to the provisions of article 25 (c), and are of good character. In exceptional cases, however, the Inspector may sanction exemption from this clause if he is convinced that the pupil is unfit or unable to take the examination. Candidates for Middle School Examination.

118. (a) Except in very special circumstances, and then only with the permission of the Inspector, no student may appear for the Cambridge School Certificate Examination until he has received two years' instruction in the high section. Candidates for Cambridge School Certificate Examination.

(b) But schools are required to send up the names of all pupils in the IX standard, whose parents or guardians so desire, for the Cambridge School Certificate Examination, provided that they have spent two years in studying the courses prescribed for this examination.

119. A statement of marks obtained in domestic science, needlework, chemistry, physics, physiology and botany by each candidate in all the house examinations held during the year in which the application is made, together with a report by the head master on the work of each candidate, should accompany the applications for admission to the Middle School Examination. Report to accompany applications for Middle School Examination.

120. The Middle School Examination will be open only to pupils from recognized schools. No candidate will be admitted who is in debt to any school for a period exceeding three months or who does not fulfil the conditions of article 25 (c). Admission to Middle School Examination limited.

121. Applications for admission to the Middle School Examination must reach the Inspector not later than September 15th. Date of Application.

NOTE.—The form of application will be found in appendix XVIII.

122. The date of the Middle School Examination, the fee, the details of the course, and the marks required to qualify, &c., will be found in the examination circular, issued by the Department from time to time. Details of Middle School Examination.

APPENDICES.

APPENDIX I.

Form of Application for a Grant-in-aid (Article 34 of the Code).

Name of School _____

Class of School (Article 16 of the Code) _____

Names of Teachers.	Monthly salaries.	Certificated or not.	Examinations passed.

Number of Scholars in each Section, and Scale of Fees.

	In-fants.	Stand-ard I.	Stand-ard II.	Stand-ard III.	Stand-ard IV.	Stand-ard V.	Stand-ard VI.	Stand-ard VII.	High Section.
Boys ..									
Girls ..									
Total ..									
Fees ..									

Probable annual income (excluding Government grant).		Probable annual expenditure.	
	Rs. A. P.		Rs. A. P.
Fees (excluding boarding charges)		Rent and taxes	
Subscriptions		Teachers	
Grants from Municipalities*		Servants	
Grants from Railway Companies*..		Furniture and apparatus (renewals and repairs)	
Grants from other sources*		Books and stationery	
		Repairs to the Building	
		Miscellaneous	
Total		Total	

(*NOTE.—In the case of these grants full particulars should be given in the letter from the Correspondent.

Names of Managers (Article 5 (b) of the Code).

Correspondent.

APPENDIX II.

Form of Application for a Building Grant (Article 59 of the Code).

Name of the School _____

Object of the Grant _____

(vide Article 57).

Sources and amount of the proposed or actual expenditure.

Source.	Amount.	If a building grant has already been received, specify the amount and the date.
(1) Endowments	
(2) Subscriptions	
(3) Other private sources (to be specified)	
(4) Grant applied for (this should not exceed the limits prescribed in Article 63)	
TOTAL ..		

CERTIFIED--

1. That there is a reasonable certainty of the school being permanently maintained in efficiency.
2. That the school will be conducted in accordance with the rules and regulations of the Punjab European Education Code.
3. That there is a reasonable certainty of the funds necessary to complete the work being forthcoming.
4. That plans, estimates and specifications for the work are sent herewith.

(Signed)*

*To be signed by all the Managers.

APPENDIX III.

Form of Trust-Deed.

THIS INDENTURE made the _____ day of _____
 19 _____, between _____

hereinafter called the said Trustees, of the one part, and the SECRETARY OF STATE FOR INDIA IN COUNCIL, hereinafter called the said Secretary of State, of the other part. WHEREAS the piece or parcel of land described hereinafter and in the Schedule annexed hereunto and expressed to be hereby assured is now vested in the said Trustees as Managers and Trustees of the School.

AND WHEREAS the said Trustees have applied to the said Secretary of State for a grant-in-aid of Rs. _____

AND WHEREAS the Director of Public Instruction, Punjab, acting for and on behalf of the said Secretary of State, has satisfied himself that the site plans, estimates and specifications of the said buildings are suited to the School, and that the title to the said land forming the site is in order, and has accordingly sanctioned a grant of Rs. _____ to be paid to the Trustees (the receipt whereof the Trustees hereby acknowledge) on the condition that the said Trustees will complete the said Buildings to his satisfaction and in accordance with the plan and specification aforesaid, in consideration of their executing, in favour of the said Secretary of State, such conveyance or assurance as is hereinafter contained. Now THIS INDENTURE WITNESSETH that in pursuance of the said agreement in this behalf, and in consideration of the said grant-in-aid or sum of Rs. _____

_____ paid as aforesaid by the said Secretary of State to the said Trustees, they the said Trustees do, and each of them doth, hereby grant, convey, and assign unto the said Secretary of State, his successors and assigns, all that piece or parcel, of land situate in the mauza of _____, tahsil _____,

District _____, containing by estimation an area of _____, and more particularly described and specified in the Schedule annexed hereunto, together with all and singular the buildings and erections now being, or which may hereafter be thereon, expressly including the said buildings to be erected as aforesaid, and all rights, easements, and appurtenances whatsoever usually held or occupied herewith or reputed to belong or be appurtenant thereto, and also all furnitures, fixtures, fittings, maps, and other school apparatus, school-books, and chattels, for the time being in and belonging to, or used or to be used for the said school, and all the estate, right, title, interest, claim, and demand of the said Trustees into and upon the said hereditaments and premises. TO HAVE AND TO HOLD the said piece or parcel of land, hereditaments, chattels, and effects, and all other the premises expressed, to be hereby assured unto and to the use of the said Secretary of State, his successors in office, and assigns, according to the nature and tenure thereof, respectively, upon the trusts nevertheless and to and for the intents and purposes following, that is to say, upon trust to permit the same hereditaments and premises to be used as a school for the education of European children the said school to be managed and conducted in all respects in accordance with the rules and regulations for the time being in force of the Education Department in the Punjab, and to be always open at all times to the inspection of the Director of Public Instruction in the Punjab for the time being, or of any officers of Government appointed for that purpose, and upon further trust in case the said Trustees or their successors in that office shall at any time fail to maintain and keep in good and substantial order and repair and condition the buildings to be erected in the said hereditaments and premises, to the end that the same may be always efficient for use for the purposes of the said school, or fail to observe rigidly the rules for prevention and extinction of fire prescribed by the Director of Public Instruction, and thereby cause damage to the said buildings, or if the said school shall at any time cease to exist, or cease to be conducted in accordance with the foregoing rules, then and in any of such cases to forthwith make sale and absolutely dispose of the said hereditaments and premises, and apply the proceeds of such sale, after payment thereof of all costs and expenses attending the same, in or towards recouping or reimbursing to the said Secretary of State, his successors, or assigns, the said grant-in-aid or sum of Rs. _____,

_____ and all subsequent grants-in-aid and pay the surplus, if any, to the said Trustees, parties hereto, or other the Trustees or Trustee for the time being of the said school.

APPENDICES.

IN WITNESS whereof the said parties to these presents have hereunto set their respective hands the day and year first above written.

Signed and delivered by the above-named Trustee in the presence of

Signature and designation of the Trustee.

Witness No. (I)

Witness No. (II)

Signatures and designations of Witnesses.

Signed and delivered by

Director of Public Instruction, Punjab.

Director of Public Instruction Punjab, for and on behalf of the Secretary of State for India in Council acting in the premises under the orders of the Governor of the Punjab.

THE SCHEDULE REFERRED TO IN THE ABOVE WRITTEN INDENTURE.

(Here set out a proper description of the school building and premises with boundaries and measurement of land.)

Witnesses—

(I) _____

(II) _____

Trustee.

Director of Public Instruction, Punjab.

APPENDIX V.

No. of Transfer Certificate
given in the Admission
Register_____

Form of Transfer Certificate.

This is to certify that_____

was admitted into this School_____

on the_____, on a Transfer Certificate from_____

_____ School, and left on the_____

with a_____ character. _____ was

then reading in the*_____ Standard.

All sums† due to this School on_____ account have been paid,
remitted, or satisfactorily arranged for.

_____ date of birth, according to the Admission Register,
is_____

(The following additional information must be supplied if the scholar left at the end of the
school year).

Promotion has been‡_____

(Sd.)_____ Head Master,

_____ School.

Dated_____

*To be given in words.

†Sums due to the School shall include all payments for which provision is made in the rule
supplied to the parent or guardian when the scholar was admitted into the School (Article 24 (a)
of the Code).

‡Promised or Refused.

APPENDIX VI.

*To be filled up and to be ready for the Inspector
on the day fixed for his visit to
the School.*

Article 30.

MANAGERS' RETURN.

_____ School _____

RETURN for the school-year ended _____ 193 .

Visit due in _____

I hereby certify—

(A) That this School is, and will henceforth be, conducted in accordance with the Punjab European Education Code.

(B) That the school registers and books of account have been so kept as to leave no doubt respecting the accuracy of the entries in this Form that are taken from them and that all other particulars contained in this Return are true to the best of my belief.

Signed* _____

this _____ day of _____ 193 .

*To be signed by the Correspondent on behalf of the Managing Committee.

NOTE.—The Auditor, or Correspondent, or both of them, may note below any facts elucidating any item in Statements A, B and C. They are also invited to note below if there has been any difficulty or undue delay, in the payment of Government grants, scholarships or stipends, so that the cause of delay may be enquired into by the Education Department and matters put right by them for the future.

A.—FINANCIAL SUMMARY OF RECEIPTS AND EXPENDITURE FOR YEAR
ENDED 31st MARCH 19 .

(NAME OF INSTITUTION)

(STATION)

Income (vide Appendix XVII).	Amount.			Expenditure. (vide Appendix XVII).	Amount.		
	Rs.	A.	P.		Rs.	A.	P.
<i>Direct.</i>							
<i>Direct.</i>							
A.—Direct, i.e., for objects of Direct Expenditure.				1. Teaching Staff and School servants.			
1. From Railway, Municipal, District or other Public Funds.				2. Rent of School buildings ..			
2. From Military sources for tuition of Military orphans.				3. Petty repairs to buildings			
3. From subscriptions ..				4. Rates, taxes and insurances			
4. From general tuition fees ..				5. Sundries*			
5. Total income from endowments				Total ..			
6. From other sources (except 1—5 and 7 as specified.				<i>Indirect.</i>			
(a) (c)				6. Extraordinary expenditure on furniture, apparatus and library.			
(b) (d.c.)				7. Boarding, viz.—			
7. From Provincial Revenues ..				(a) Food ..			
Total ..				(b) Fuel and lighting ...			
B.—Indirect, i.e., for objects of Indirect Expenditure.				(c) Servants, washing and mending, medical fees, and recoverable expenditure ..			
8. From Provincial Revenues (grants), viz.—				8. Buildings ..			
(a) For School buildings ..				9. Scholarships ..			
(b) „ Boarding-house buildings.				10. Miscellaneous †			
(c) „ School furniture and apparatus.				11. Repayment of loans (and interest thereon).			
(d) „ Boarding-house furniture and apparatus.				Total ..			
(e) „ Indigent pupils (Article 51, E. E. Code).				Total Expenditure ..			
(f) „ Scholarships ..							
(g) „ Provision for European children of poorer classes (Article 53, E. E. Code).							
9. From subscriptions or other sources for objects 8 (a)—(d).							
10. From Loans as specified—							
(a) (b)							
Miscellaneous { 11. From special tuition fees							
12. From other sources (specifying sources and object)							
Total ..							
Total Receipts ..							

*No. 5 above should include—Ordinary charges for books, maps, repairs and renewal of school furniture and apparatus, postage, telegrams, prizes, stationery, advertisements and petty contingent school expenses.

†No. 10 above should include—Purchase of books for sale to pupils, music teaching, dancing and drawing. Cost of musical instruments, auditor's fees and piano tuning.

B.—ABSTRACT OF FORM A.

Total Receipts—Direct ..		Total Expenditure—Direct ..	
Ditto Indirect ..		Ditto Indirect ..	
Debit balance on year's working, Rs.		Credit balance on year's working, Rs.	
Total Rs. ..		Total Rs. ..	

C.—FINANCIAL POSITION ON 31st MARCH 19 .

ASSETS.		LIABILITIES.	
1. Trust and Endowments ..		1. Loans and Mortgages ..	
2. Reserve Funds—		2. Bills due by School ..	
(a) Buildings . ..		3. Overdraft at Bank ..	
(b) Pensions ..		4. Due to Manager or Treasurer..	
3. Bills due by parents, &c. . . .			
4. Books and Stationery in Stock			
5. Cash in Bank			
6. Cash with Manager or Treasurer			
Debit balance ..		Credit balance ..	
Total Rs. ..		Total Rs. ..	

I have audited these accounts and certify that these statements (A, B and C) are correct.

Countersigned.

Auditor.

Correspondent.

Date.

Date.

(His position in life should be entered here.)

D.—TEACHERS.—IN THIS LIST MUST BE INCLUDED ALL THE TEACHERS THAT HAVE BEEN EMPLOYED IN THE SCHOOL DURING THE YEAR. IF ANY TEACHER HAS LEFT SINCE THE LAST ANNUAL INSPECTION, THE EXACT DATE OF LEAVING MUST BE ENTERED IN THE COLUMN OF REMARKS. IN OTHER CASES THIS COLUMN MUST BE LEFT BLANK. ALL THE OTHER COLUMNS MUST BE FILLED UP BEFORE THE VISIT OF THE INSPECTOR.

1	2	3	4	5		6	7	8	9	10	11	12	13	14	
Serial No.	Teacher's name. (in full). (a).	Designation—1st, 2nd or 3rd Teacher, Music, Munshi, etc.	Monthly salary. (b).	Salary.	Provident Fund.	<i>Total amount paid for</i>	Age.	Date on which he or she entered duties in this school.	Date of leaving this school.	Total length of service in schools inspected by the Department.	Qualification in detail, i.e., nature of degree or other examinations passed, training, and certificate.	In what schools in spected, and when.	Classes in which teach- ing and work taken in each, in detail.	Are the Managers sa- tisfied with his or her conduct, and atten- tion to duty during the past year.	REMARKS.

- (a) If there is no room in this page for the requisite particulars regarding all the teachers, another sheet should be ruled as above and attached.
 (b) The actual salary must in all cases be given. If the teacher receives board and lodging or lodging only, this should be stated.

Numbers at the time of annual inspection.	LOWER PRIMARY.	UPPER PRIMARY.					MIDDLE.				HIGH.			Pupils not recognized under Article 46 and note II for grant-in-aid.	GRAND TOTAL.	REMARKS.
	Infants.	I.	II.	III.	IV.	Total Primary.	V.	VI.	VII.	Total.	VIII.	IX.	Total.			
Roll .. { Boys ..																
.. { Girls ..																
Present .. { Boys ..																
.. { Girls ..																
1. Pupils under three years of age ..																
2. Non-European children ..																
3. Free Day pupils ..																
4. Number of boarders— ..																
(a) Free Military boarders ..																
(b) Non-Military boarders ..																
5. Number of School meetings held during the 2 months, preceding inspecting.																
6. Dates of all vacation periods ..																
7. Rates of fees for { (a) Boarders ..																
{ (b) Day pupils ..																
{ (c) Special subjects ..																
8. Different rates of payment, and how determined.																
9. Number of Pupils preparing for the High School Examination.																
10. Number of pupils preparing for the Middle School Examination.																
11. Number of Pupils preparing for primary Scholarships.																

F.—STATISTICS FOR ANNUAL RETURNS FOR THE SCHOOL YEAR ENDING 31st MARCH 19 .

1	NUMBER OF PUPILS ON THE ROLLS AT THE CLOSE OF THE SCHOOL YEAR.					Average number on the Rols monthly during the year.	Average daily attendance.	NUMBER OF PUPILS AT THE CLOSE OF THE SCHOOL-YEAR LEARNING.							CLASSIFICATION OF PUPILS AT THE CLOSE OF THE SCHOOL YEAR ACCORDING TO RACE OR CREED.						Number of boarders.	
	In High Section.	In Middle Section.	In Upper Primary Section, viz., Standards III and IV.	In Lower Primary Section, including Infants and I and II Standards.	Total.			English.	Urdu.	Latin.	French.	Music.	Drawing.	Needlework, and Domestic Science.	Europeans and Eurasians.	Indian Christians.	Muhammadans.	Brahman Hindus.	Non-Brahman Hindus.	Parsis.		Others.
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Boys ..																						
Girls ..																						
Total Boys and Girls.																						

NOTE.—The Auditor or Correspondent, or both of them, may note below any facts elucidating any item in Statements A, B and C. They are also invited to note below, if there has been any difficulty or undue delay, in the payment of Government grants, scholarships or stipends, so that the cause of delay may be enquired into by the Education Department, and matters put right by them for the future.

APPENDIX VII.

A.—FINANCIAL SUMMARY OF RECEIPTS AND EXPENDITURE FOR THE
YEAR ENDED 31st MARCH 19 .

(NAME OF INSTITUTION.)		(STATION.)	
Income.	Amount.	Expenditure.*	Amount.
	Rs. A. P.	Direct.	Rs. A. P.
A.—Direct, i.e., for objects of Direct Expenditure.			
1. From Railway, Municipal, District or other Public Funds.		1. Teaching Staff and School servants.	
2. From Military sources for tuition of Military orphans.		2. Rent of school buildings ..	
3. From subscriptions ..		3. Petty repairs to buildings..	
4. From general tuition fees ..		4. Rates, taxes and insurance	
5. Total income from endowments		5. Sundries	
6. From other sources (except 1--5 and 7) as specified—			
(a)			
(b)			
(c)			
(&c.)			
7. From Provincial Revenues ..			
Total ..		Total ..	

*Expenditure on tuition (direct) includes expenditure on :—

(a) Establishments, viz. :—(i) Teaching staff, including contributions from school funds to provident funds for the staff and passages; (ii) servants, &c.

(b) Contingencies, viz. :—(i) Ordinary charges for books and maps and the repair and renewal of furniture and laboratory and other apparatus; (ii) prizes, (iii) petty contingent expenses; (iv) rent of suitable school buildings (exclusive of quarters provided for boarders); (v) petty repairs of school buildings.

APPENDIX VII—CONTD.

A.—FINANCIAL SUMMARY OF RECEIPTS AND EXPENDITURE FOR THE
YEAR ENDED 31st MARCH 19 .

(NAME OF INSTITUTION.)

(STATION.)

Income.	Amount.	Expenditure.*	Amount.
	Rs. A. P.	<i>Indirect.</i>	Rs. A. P.
B.—Indirect, i.e., for objects of Indirect Expenditure.			
8. From Provincial Revenues (grants), viz. :—		6. Extraordinary expenditure on furniture, apparatus and library.	
(a) For School Buildings ..		7. Boarding, viz.—	
(b) „ Boarding house buildings.		(a) Food	
(c) „ School furniture and apparatus.		(b) Fuel	
(d) „ Boarding house furniture and apparatus.		(c) Washing and mending and recoverable expenditure.	
(e) „ Indigent pupils, Articles 51 and 53, E. E. Code.		(d) Superintendent and Servants.	
(f) „ Scholarships† ..		(e) Rent and lighting ..	
9. From subscriptions or other courses for objects 8 (a)—(d).		(f) Medical fees ..	
10. From Loans as specified—		8. Buildings	
(a)		9. Scholarships‡ ..	
(b)		10. Miscellaneous‡ ..	
MISCELLANEOUS.	{	11. From special { Boarding house. Other fees.	11. Repayment of loans and (interest thereon) paid.
		12. From other sources (specifying sources and objects).	12. Bad debts written off ..
	Total ..	Total ..	
Total Receipts ..		Total Expenditure ..	

INDIRECT EXPENDITURE.—Expenditure on tuition does not include expenditure on—

- (a) Cost of school buildings; (b) extraordinary repairs of school buildings; (c) extraordinary charges for libraries, furniture and laboratory and other apparatus;

- (d) boarding; (e) fees paid for pupils and orphans; and (f) stipends and scholarships. In the case of Training Institutions the expenditure on stipends is included in the expenditure on tuition.

As regards the last item (f) the rule applies to colleges and schools of general education and to all schools for special education, except training institutions. In the case of training institutions the expenditure on stipends is included in the expenditure on tuition.

†Total amount on account of scholarships should be shown against “scholarships,” on both sides and not against the objects on which it is spent.

‡No. 10 “Miscellaneous” above should include—purchase of books for sale to pupils, music teaching, dancing and drawing, cost of musical instruments, auditors’ fees and piano tuning.

APPENDIX VII—CONCLD.

B.—ABSTRACT OF FORM A.

Total Receipts—Direct ..		Total Expenditure—Direct ..	
Ditto Indirect ..		Ditto Indirect ..	
Debit balance on year's working, Rs.		Credit balance on year's working, Rs.	
Total Rs. ..		Total Rs. ..	

C.—FINANCIAL POSITIONION 31st MARCH 19 .

(ASSETS.)

(LIABILITIES.)

1. Trust and Endowment ..		1. Loans and Mortgages ..	
2. Reserve Funds—		2. Bills due by School ..	
(a) Buildings ..		3. Overdraft at Bank ..	
(b) Pensions ..		4. Due to Manager or Treasurer	
3. Bills due by Parents ..			
4. Books and Stationery in Stock			
5. Cash in Bank ..			
6. Cash with Manager or Treasur- er.			
Debit balance ..		Credit balance ..	
Total Rs. ..		Total Rs. ..	

I have audited these accounts and certify that these statements (A, B and C) are correct.

Countersigned.

_____ Auditor.

_____ Correspondent.

_____ Date.

_____ Date.

(His position in life should be entered here.)

**APPENDIX
PUBLIC SCHOOLS**

RETURN OF HIGH SCHOOLS MANAGED BY PRIVATE PERSONS OR ASSOCIATIONS

NAME OF SCHOOL.	Pupils on rolls on 31st March.	Average daily attendance.	Number of residents in approved hostels.	CLASSIFICATION OF PUPILS AT THE SCHOOL-YEAR ACCORDING TO.				
				Europeans and Anglo-Indians.	Indian Christians.	Muhammadans.	Hindus.	
							Higher classes.	*Depressed classes.
1	2	3	4	5	6	7	8	9
FOR BOYS.								
	Infant							
Primary	.. { 1							
	.. { 2							
	.. { 3							
	.. { 4							
Middle	.. { 5							
	.. { 6							
	.. { 7							
High	.. { 8							
	.. { 9							
Total	..							
FOR GIRLS.								
	Infant							
Primary	.. { 1							
	.. { 2							
	.. { 3							
	.. { 4							
Middle	.. { 5							
	.. { 6							
	.. { 7							
High	.. { 8							
	.. { 9							
Total	..							
GRAND TOTAL	Boys ..							
	Girls ..							

*The following are included under "Depressed classes" :—
Chamar, Weaver, Sweeper, Ramdasi, Dumna, Kohli, Sarera, Dhobi, Megh, Sansi,
Ghosi, Bagria, Od and Kahar.

Date _____ 193 . }

APPENDIX
PUBLIC SCHOOLS

RETURN OF MIDDLE SCHOOLS MANAGED BY PRIVATE PERSONS OR ASSOCIA-

NAME OF SCHOOL.	Pupils on rolls on 31st March.	Average daily attendance.	Number of residents in approved hostels.	CLASSIFICATION OF PUPILS AT THE SCHOOL-YEAR ACCORDING TO				
				Europeans and Anglo-Indians.	Indian Christians.	Muhammadians.	Hindus.	
							Higher classes.	* Depressed classes.
1	2	3	4	5	6	7	8	9
FOR BOYS.								
	Infant							
Primary	{ 1							
	{ 2							
	{ 3							
	{ 4							
Middle	{ 5							
	{ 6							
	{ 7							
Total	..							
FOR GIRLS.								
	Infant							
Primary	{ 1							
	{ 2							
	{ 3							
	{ 4							
Middle	{ 5							
	{ 6							
	{ 7							
Total	..							
GRAND TOTAL	{ Boys ..							
	{ Girls ..							

*The following are included under "Depressed classes" :-
Chamar, Weaver, Sweeper, Ramdasi, Dumna, Kohli, Sarera, Dhobi, Megh, Sanai, Ghosi, Bagria, Od and Kahar.

Dated _____ 193 . }

IX.

FOR EUROPEANS.

TIONS AIDED BY THE DEPARTMENT FOR THE SCHOOL-YEAR COMPLETED IN 19

THE CLOSE OF RACE OR CREED.			EXPENDITURE ON ESTABLISHMENTS AND CONTINGENCIES FROM THE FOLLOWING SOURCES DURING THE TWELVE MONTHS OF THE SCHOOL-YEAR.					Number of boys in girls' schools.	Number of girls in boys' schools.
Sikhs.	Parais.	Others.	Government Funds.	Board Funds.	Fees.	Other sources.	Total.		
10	11	12	13	14	15	16	17	18	19

*Inspector of European Schools,
Punjab.*

APPENDIX
PUBLIC SCHOOLS

RETURN OF PRIMARY SCHOOLS MANAGED BY PRIVATE PERSONS OR ASSOCIA

NAME OF SCHOOLS.	Pupils on rolls on 31st March.	Average daily attendance.	Number of residents in approved hostels.	CLASSIFICATION OF PUPILS AT THE SCHOOL-YEAR ACCORDING TO				
				Europeans and Anglo-Indians.	Indian Christians.	Muhammadians.	Hindus.	
							Higher classes.	*Depressed classes.
1	2	3	4	5	6	7	8	9
FOR BOYS.								
Infant								
{ 1								
{ 2								
{ 3								
{ 4								
Total ..								
FOR GIRLS.								
Infant								
{ 1								
{ 2								
{ 3								
{ 4								
Total ..								
GRAND TOTAL { Boys ..								
{ Girls ..								

*The following are included under "Depressed classes" :—

Chamar, Weaver, Sweeper, Ramdasi, Dumna, Kohli, Sarera, Dhobi, Megh, Sansi, Ghosi, Bagria, Od and Kahar.

Dated _____ 193 . }

X.
FOR EUROPEANS.

SCHOOLS AIDED BY THE DEPARTMENT FOR THE SCHOOL-YEAR COMPLETED IN 193

THE CLOSE OF RACE OR CREED.			EXPENDITURE ON ESTABLISHMENTS AND CONTINGENCIES FROM THE FOLLOWING SOURCES DURING THE TWELVE MONTHS OF THE SCHOOL-YEAR.					Number of boys in girls' schools.	Number of girls in boys' schools.
Sikhs.	Parsis.	Others.	Government Funds.	Board's Funds.	Fees.	Other sources.	Total.		
10	11	12	13	14	15	16	17	18	19

*Inspector of European Schools,
Punjab.*

APPENDIX XI.

APPLICATION FOR CERTIFICATE OF INDIGENCE, UNDER ARTICLES 52 (a) AND 53 OF THE CODE TO BE SUBMITTED TO THE MAGISTRATE OF THE DISTRICT IN WHICH THE PUPIL RESIDES.

Name of pupil.	Age.	Parent's or guardian's name, occupation and address.	Apparent monthly income of parent or guardian, and means of livelihood.	Standard in which the pupil is studying.	Full monthly fee.	Fee charged for the pupil.	Military or non-military orphan.	REMARKS.
1	2	3	4	5	6	7	8	9

Dated _____ 193 . . .

Signature of Correspondent,
_____ School.

MAGISTRATE'S CERTIFICATE.

A.—To be used only in cases of application for a grant under Article 52 (a) of the Punjab European Education Code.

I hereby certify, after enquiry, that the person named in column 3 in the above application is too poor to pay the full boarding fee for the scholar named in column 1, and that the scholar is not in receipt of any assistance from other sources (public or private).

Dated _____ 193 . . .

Place _____ }
_____ }
_____ }

Deputy Commissioner,

_____ District.

B.—To be used only in cases of application for a grant under Article 53 of the Punjab European Education Code.

I hereby certify, after enquiry, that there is no school of a standard suited to the child's requirements in the place in which $\frac{\text{he}}{\text{she}}$ resides, and that the person named in column 3 in the above application is too poor to bear the cost of the child's education. I further certify that the child is not in receipt of any assistance from other sources.

Dated _____ 193 . . .

Place _____ }
_____ }
_____ }

Deputy Commissioner,

_____ District.

APPENDIX XII

SUMMARY OF ATTENDANCES.

SCHOOL AT _____

Section.*

Name of month of the school-year.	Number of school-meetings.	ATTENDANCES OF			Number of free day pupils.	Number of free boarders.	Number on rolls at the close of the month.	Average attendance for the month.	REMARKS.
		Boys.	Girls.	Total.					
1	2	3	4	5	6	7	8	9	10
1 ..									
2 ..									
3 ..									
4 ..									
5 ..									
6 ..									
7 ..									
8 ..									
9 ..									
10 ..									
11 ..									
12 ..									
Total ..									
<i>Deduct attendances on account of those pupils mentioned in Article 73 (k) of the Code.</i>									
Total ..									
AVERAGE FOR YEAR..									

*A separate summary is required for each section (Infant, Primary, Middle and High).

Signature of Correspondent.

APPENDIX XIII.

SECURITY BOND WITH ONE SURETY TO BE EXECUTED BY
STUDENTS OF FULL AGE TAKING COURSES OF TRAINING
AT INSTITUTIONS FOR THE TRAINING OF EUROPEAN
TEACHERS IN THE PUNJAB.

(a) Principal. KNOW all Men by these presents that I (a) _____
of _____

(b) Surety. and (b) _____ of _____
_____ are held and firmly bound unto the

(c) Amount of expenses to be incurred by Government. SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. _____ (c)
_____ to be paid to the said
SECRETARY OF STATE IN COUNCIL his successors or assigns or his or their certain
attorney or attorneys for which payment well and truly to be made we bind our-
selves our heirs and legal representatives jointly and each of us binds himself his
heirs and legal representatives severally firmly by these presents. herself her

WHEREAS (a) _____ son
daughter
of _____ was on the _____ day
of _____ 19 _____, admitted as a student of the _____
College
Class at _____
_____ : AND WHEREAS the said SECRETARY OF
STATE IN COUNCIL has agreed to pay to the said (a) _____
_____ a stipend of Rs. _____ per mensem during the
period of training, provided ^{he}/_{she} is found fit to profit by the course of training,
in accordance with the prospectus for the _____ College
Class
issued on the _____ day of _____ 19 _____, which said
Prospectus shall be taken as part of and read with these presents so far as the same
is applicable. AND WHEREAS the said (a) _____ has
agreed to attend continuously at the said _____
College
Class except during vacations and sickness certified to by proper and competent
authority during the full course of training, not to study or prepare for any other
than the examinations held in connection with the said _____
College
Class without the previous sanction of the Director of Public
Instruction, Punjab, to abide strictly by the rules of the said _____
College
Class as set forth in the Prospectus aforesaid or as may
hereafter be framed and sanctioned by the said Director of Public Instruction,
Punjab, to serve, if required to do so, for a period of at least three years, in a
recognized European school maintained or aided by the Punjab Government after
leaving the said _____ College
Class and to refund all sums of money paid to the said (a)
_____ as stipends in the event of his

leaving the said _____ College
Class
 prior to the completion of the full course of training without the written permission
 of the Principal of the said _____ College
Class
 or failing to serve in a recognized European school as aforesaid or to observe all or
 any of the rules or conditions hereinbefore recited and on his
her part to be observed.

NOW the condition of the above written bond or obligation which is given
 for the performance of a public duty in which the public are interested* within the
 meaning of the exception to section 74, Indian Contract Act, 1872, is such that if
 the above bounden (a) _____

_____ shall to the satisfaction of the Principal for the time being
 of the said _____

College
Class whose opinion thereon shall be final and conclusive between all parties
 hereto faithfully and diligently complete his
her course of study at the said

_____ College
Class

and serve if required in a European school as aforesaid and observe all and each
 of the rules or conditions to be by him
her observed as aforesaid or if in default
 of such diligent completion of the studies or service in a recognized European
 school and observance of the said rules or conditions to be observed by him
her the said
 (a) shall forthwith refund to the said SECRETARY OF STATE IN COUNCIL the total
 amount of money paid to him
her in stipends as aforesaid then the above written
 bond shall be void otherwise the same remain in full force and virtue.

SIGNED in the presence of witnesses this _____ day of _____ 19

(1) Name _____
 Occupation _____
 Address _____
 (2) Name _____
 Occupation _____
 Address _____

Witnesses.

 (Principal.)

(1) Name _____
 Occupation _____
 Address _____
 (2) Name _____
 Occupation _____
 Address _____

Witnesses.

 (Surety.)

- APPENDIX XIV.

SECURITY BOND WITH ONE SURETY TO BE EXECUTED BY THE
PARENTS OR GUARDIANS OF STUDENTS (UNDERAGE) TAKING
A COURSE OF TRAINING AT INSTITUTIONS FOR THE TRAINING
OF EUROPEAN TEACHERS IN THE PUNJAB.

(a) Parent or Guardian. (b) Surety. KNOW all Men by these presents that I (a) _____ of _____ and (b) _____ of _____ are held and firmly bound unto the SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. _____ (c) _____ to be paid to the said SECRETARY OF STATE IN COUNCIL his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs and legal representatives jointly and each of us binds ^{himself his} _{herself her} heirs and legal representatives severally firmly by these presents.

(c) Amount of expenses to be incurred by Government. WHEREAS (d) _____ son _____ daughter _____ of _____ was on the _____ day of _____ 19 _____, admitted as a student of the _____ College _____ at _____ Class _____; AND WHEREAS the said SECRETARY OF STATE IN COUNCIL has agreed to pay to the said (d) _____ a stipend of Rs. _____ per mensem during the period of training, provided ^{he} _{she} is found fit to profit by the course of training, in accordance with the Prospectus for the _____ College _____ issued on the _____ day of _____ 19 _____ which said Prospectus shall be taken as part of and read with these presents so far as the same is applicable. AND WHEREAS the said (a) _____ and (b) _____ have agreed on behalf of the said (d) _____ that the said (d) _____ shall attend continuously at the said _____ College _____ Class _____ except during vacations and sickness certified to by proper and competent authority during the full course of training, that the said (d) _____ shall not study or prepare for any other than the examinations held in connection with the said _____ College _____ Class _____ without the previous sanction of the Director of Public Instruction, Punjab, that the said (d) _____ shall abide strictly by the rule of the said _____ College _____ Class _____ as set forth in the Prospectus aforesaid or as may hereafter be framed and sanctioned by the said Director of Public Instruction, Punjab, that the said (d) _____ shall serve, if required to do so, for a period of at least three years.

in a recognized European school maintained or aided by the Punjab Government after leaving the said College Class and to refund all sums of money paid to the said (d) _____ as stipends in the event of the latter leaving the said _____ College Class prior to the completion of the full course of training without the written permission of the Principal of the said _____ College Class or failing to attend continuously at the said _____ College Class or to serve in a recognized European school as aforesaid or to observe all or any of the rules or conditions hereinbefore recited and on his her part to be observed.

NOW the conditions of the above written bond or obligation which is given for the performance of a public duty in which the public are interested within the meaning of the exception to section 74, Indian Contract Act, 1872, is such that if the said (d) _____ shall to the satisfaction of the Principal for the time being of the said _____ College Class whose opinion thereon shall be final and conclusive between all parties hereto, faithfully and diligently complete his her course of study at the said _____ College Class and serve if required in a European School as aforesaid and observe all and each of the rules or conditions to be by him her observed as aforesaid or if in default of such diligent completion of the studies or service in a recognized European school of the said (d) _____ and observance of the said rules or conditions to be observed by him her the said (a) _____ shall forthwith refund to the SECRETARY OF STATE IN COUNCIL the total amount of money paid to the said (d) _____ in stipends as aforesaid then the above written bond shall be void otherwise the same shall remain in full force and virtue.

SIGNED in the presence of witnesses this _____ day of _____ 19 .

(1) Name _____
Occupation _____
Address _____

(2) Name _____
Occupation _____
Address _____

Witnesses.

(Parent or Guardian.)

(1) Name _____
Occupation _____
Address _____

(2) Name _____
Occupation _____
Address _____

Witnesses.

(Surety.)

APPENDIX XV.

SCHOLARSHIPS.

BILL FOR SCHOLARSHIPS TO STUDENTS OF THE _____ SCHOOL
 AT _____ FOR THE MONTH OF _____ COLLEGE

	Rs.	A.	P.
Scholarships tenable in European Schools—			
1. Primary School Scholarships			
2. Middle School Scholarships			
3. High School Scholarships			
4. Collegiate Scholarships			
5. Final Scholarships			
(Total in words), Rs. ..			

I certify that the scholarship-holders, for whom the above amount has been drawn, have been regular in attendance, and the money drawn on account of scholarships was actually disbursed to the proper persons, and their receipts taken in Acquittance Rolls.

Station _____ }
 Dated _____ 193 . . }

Received payment.

Correspondent,
 Principal,
 School.
 College.

Correspondent,
 Principal,
 School.
 College.

Director of Public Instruction's Notification.	Year of award.	Name of scholarship-holder.	Kind of scholarship.	Number of attendances of the scholarship-holder during the month.	REMARKS.
1	2	3	4	5	6

Number of School meetings during the month _____

Correspondent,

School.

College.

APPENDIX XVI.

(Articles 51 and 53.)

APPLICATION FOR A SPECIAL GRANT-IN-AID OF THE BOARDING CHARGES OF PUPILS.

(To be filled up by the Managers before the inspection of the school and given to the Inspector with the Managers' Return.)

Name of pupil.	Standard.	Date of Magistrate's Certificate.	Date of submission of Certificate to Inspector.	Manager's Certificate (if Magistrate's Certificate has already been submitted).	Full fee chargeable.	Fee charged.	REMARKS.*
1	2	3	4	5	6	7	8

*The average boarding expenditure per head should be stated.

Signature.

Correspondent,

School.

NOTE.—The Magistrates' certificates on behalf of those pupils for whom a grant is claimed for the first time must be attached to this form.

Forms of certificates can be obtained from the Inspector.

APPENDIX XVII.
EXPLANATION OF DIRECT AND INDIRECT EXPENDITURE.

Expenditure on tuition is called "Direct Expenditure"; it includes expenditure on—

(a) Establishment, *viz.* :—

- (i) teaching staff;
- (ii) servants, etc.,

(b) Contingencies, *viz.* :—

- (i) ordinary charges for books and maps, and the repairs and renewal of furniture and apparatus;
- (ii) prizes;
- (iii) petty contingent expenses;
- (iv) rent of school-buildings (exclusive of quarters provided for boarders);
- (v) petty (including ordinary annual) repairs of such buildings;
- (vi) interest on debt incurred in the purchase or erection of school-buildings not used for boarders as such, or of premises for the accommodation of the teaching staff, provided no aid has been given by Government for such purposes.

Expenditure on tuition does not include the following, called "Indirect Expenditure," *viz.*, expenditure on—

- (a) cost of school-buildings;
- (b) extraordinary repairs of school-buildings and ordinary repairs of quarters provided for boarders;
- (c) extraordinary charges for libraries, furniture and apparatus, also ordinary charges on account of boarding establishment;
- (d) boarding;
- (e) fees paid for poor scholars and orphans;
- (f) stipends and scholarships;
- (g) interest on debt incurred in the purchase or erection of quarters for boarders.

The monthly accounts of Direct and of Indirect Expenditure should be kept separately by every school receiving aid from Government; and nothing but *actual disbursements* under any of the above heads should be shown in the annual returns prescribed by the Department (Appendix VI).

For the purpose of determining the maximum grant for which a school is eligible under this note, the Managers shall add to the actual expenditure shown in the return—

- (a) The estimated value of the services of teachers who render gratuitous service or are paid salaries not in proportion to the services rendered by them to the school;
- (b) The estimated rent of school-buildings held rent free (exclusive of quarters provided for boarders);
- (c) The estimated rent of quarters provided rent free for the staff;

Provided in the case of (b) and (c) that no aid has been given from the public revenues for the purchase, construction, or enlargement of such buildings, or for paying off debts incurred for such a purpose.

Where teachers who take part in the supervision of the boarding establishment, receive no special allowance for such duty, but are provided with free quarters, their actual salaries, or the estimated value of their services as teachers, shall be included in the expenditure on tuition.

In other cases when the expenditure on the staff, or on rent, or other contingencies, is common to tuition and boarding, it should be distributed between the two, in proportion to the services rendered, or the accommodation provided.

Where boarders are charged consolidated fees for board and tuition, their tuition fees shall be held to be those which would have been demanded of them had they been day scholars.

The Department may, on the report of the Inspecting Officer, reduce or disallow any expenditure that has obviously been unnecessarily lavish or extravagant.

The following directions should be followed in filling up Statements A and B:—

After ascertaining the Direct Income and Expenditure for a month, *which should invariably be the amount actually received and disbursed during that month* as shown in the school accounts, the filling up of the A portion of the Form should be proceeded with. The income actually received under the two heads given at *items*, 1 and 4 of the Form, and the expenditure at *item* 5, should then be entered. The same should be done for each month of the school-year *against the proper items*, the totals for the twelve months being shown *against* the several *items*. Against *item* 1, the amount entered must not include any sum received as a grant for boarders under Articles 51 and 53, such sums being returned in the B portion of the Form as Indirect Expenditure. *Against item* 4 fees received for music, painting, or other subjects not recognized by the Code should be shown separately, and in red ink, immediately *against* the entry of the ordinary tuition fees for each month of the school-year.

When the Income and Expenditure have been recorded separately for all the months of the year, the totals of the several items should then be found. If the total of "Expenditure" for the year is not the same as the total Income, the balance, if a surplus, must be deducted from the total of items 1 and 3; if a deficit, it must be added to both these items. When this is done, the Expenditure and Income will balance.

Space is left for any estimated additions to the expenditure in order to determine the maximum grant admissible. These entries will be made by the Managers.

The B portion of the Form should show in a lump the total Indirect Income and Expenditure for the whole year against the several headings as below, which should invariably be the amount actually received and disbursed during the year on account of each:—

- (1) Scholarships;
- (2) Expenditure on boarding;
- (3) Extraordinary expenditure on furniture, apparatus and libraries;
- (4) Expenditure on school-buildings.

The income on account of scholarships, if any, should be shown against that head, the actual amount drawn from the Government Treasury being entered against the item of grants from "Provincial Revenues." As a rule, there will be no income from Fees towards scholarships; but there is likely to be some such from Endowments and Other Sources, which should be shown against item 9.

All expenditure on boarding should be entered against the heading 'Boarding.' The income on this account from Provincial Revenues is the amount of grants for boarders sanctioned towards defraying this expenditure and earned under Articles 51 and 53. The income from fees should be that on account of the fees realised for boarding only. The income from endowments, &c., should be the whole amount actually derived from those sources for the support of the boarding.

Income and charges, if any, on account of extraordinary expenditure on furniture, apparatus, and libraries from the various sources, should be put down against the second side-heading, and under the proper column provided for that purpose.

Similarly, the income and expenditure, if any, on account of school-buildings, should be entered against that head, and under the appropriate columns from the various sources.

The income and expenditure should be balanced as in the case of the A portion of the Form, or Direct Expenditure, the surplus or deficit being treated similarly.

APPENDIX XVIII.

Form of Application for Admission to the Middle School Examination.

FOR _____.

SCHOOL AT _____.

Column 4.—Only the letters E and N (for Europeans and non-Europeans) are to be entered. Anglo-Indians are classed as Europeans.

1	2		3	4	5	6
Serial No.	NAME IN FULL.		Date of birth.	Nationality.	Centre at which the candidate is to be examined.	Optional subjects taken up by the candidate.
	Surname.	Other names.				
			Y. M. D.			

NOTE 1.—Separate forms should be used for Boys and Girls.

NOTE 2.—In entering the name in column 2, the surnames should be put before the other names.

Certified that the candidates named above have not previously passed the examination.

Signature _____

Manager or Head Master.

Amount of fees forwarded, Rs. _____.

APPENDIX XIX.**FIRE RULES.**

1. Every room in which naked lights or lamps are used, or are likely to be used, shall be provided with several receptacles full of dry earth. These must be light enough, when filled, for even a young pupil to carry; where large receptacles are provided, small and handy tins or other vessels will also be necessary. The earth should never be allowed to harden or cake, and the receptacles should be so placed as to be of immediate access at all times. Dry earth—not water—should always be used for the extinction of burning oil.

2. Water-buckets—of metal—shall be placed in convenient places in different parts of the various buildings, and must not be removed except for use in case of fire and for re-filling. They should always be at least two-thirds full of water, and the water should be changed frequently. Where water-tanks are available for the supply of water, they should always be full. As far as possible, water-taps in the compound of, or in close proximity to, the school building should be adapted to the use of a water-hose, which should be provided and kept in good condition. In localities where mosquitoes appear it is recommended that a very small quantity of phenyle or kerosine oil should be dropped into each water-bucket after re-filling.

3. No lamp, except a hurricane lantern or a candle lantern, shall be carried from place to place, and no lamp, except a hurricane lantern shall be left burning after the residents have gone to bed.

4. Burning fuel, live coals or brands shall not on any account be carried about from room to room for the lighting of fires or for any other purpose. Where fires are used, they shall be lighted in the fire-place with matches; only safety matches shall be used; and all fire-places shall have a fire-proof hearth and be protected by an incombustible fire-guard or fender. Combustibles, such as oil, fuel, waste paper, &c., shall, as far as possible, be stored in an outhouse or godown completely separated from the main building. If matches other than safety matches are found in any part of the school premises the Inspector of Schools shall report the matter to the Department.

Where there is no outside staircase, each room on all floors above the ground floor in every building having more than one storey shall be provided with a rope ladder by way of a fire escape, which shall be attached to a firmly fixed hook under an accessible window or on the verandah.

6. Everyone using the buildings shall be familiar with the position of earth receptacles, water-buckets, water-supply, and all other appliances adopted. This applies to menial servants as well as teachers and pupils.

7. The means provided for raising a fire-alarm shall be sufficient to warn the occupants of every portion of the premises. A whistle is insufficient.

8. The Superintendent of the local Fire Brigade shall in every case be invited to inspect the arrangements and to make suggestions. His opinion shall be recorded in the school log-book.

9. No grant-in-aid shall be paid to any school in which the fire precautions are not reported to be sufficient.

APPENDIX XX (b).

PUNJAB EDUCATION DEPARTMENT.

TRAINING COLLEGE CERTIFICATE, SECOND GRADE.

Certified that _____, a student of the _____
 _____ Training College _____
 having undergone a complete course of training for two years, has successfully passed the prescribed written and practical tests.

NOTE.—(1) This Certificate qualifies the holder to teach in a Middle School for Europeans for two years.

(2) After having satisfied the Inspector of Schools for two years of _____ competence as a Teacher, a Permanent Departmental Teacher's Certificate will be awarded.

LAHORE: }
 Dated the _____ 19 . } *Director of Public Instruction,*
Punjab.

INSPECTOR'S REMARKS ON THE WORK OF THE TEACHER.

First Inspection—

_____ School visited _____ 19 .

Remarks—

Inspector of European Schools,

Second Inspection —

_____ School visited _____ 19 .

Remarks—

Inspector of European Schools,

PUNJAB EDUCATION DEPARTMENT.

TEACHER'S PERMANENT SECOND GRADE CERTIFICATE.

Certified that _____ is
 qualified to teach in a middle school for Europeans.

LAHORE: }
 Dated the _____ 19 . } *Director of Public Instruction,*
Punjab.

NOTE.—This Certificate may be raised in grade on passing a higher literary examination.

APPENDIX XX (c).

PUNJAB EDUCATION DEPARTMENT.

Certified that _____ has rendered approved service of not less than five years in schools under the Education Department, and is qualified to teach in the _____ Section.

LAHORE:

Dated the _____ 19 . }

Director of Public Instruction,

Punjab.

APPENDIX XXI.

To

The Inspector of European Schools, Punjab.

SIR,

I have the honour to request you to recognize this school. Necessary particulars are given below :—

Dated _____

(Signature of Manager.)

Headings.	Manager's report.	Remarks of inspecting officer.
1	2	3
1. Name of school		
2. Date of first opening of school		
3. (a) Standard of recognition desired (Primary, Middle or High). (b) In the case of High and Middle, the subjects for which recognition is sought should be specified.		
4. Constitution of the management of the school together with the names of the managers and their occupations. Is the management registered ?		
5. School premises (Number and dimensions of rooms). A plan should be attached.		
6. Dimensions of playgrounds		
7. Library and equipment. In the case of subjects requiring special appliances statements of the appliances provided should be attached.		
8. Has the school adopted the Standard Provident Fund scheme for its employees ?		

APPENDIX XXI—CONCLUDED.

Average attendance of scholars for the last six months and rates of fees levied in each class.	Classes.	Average attendance.	Rates of fees.
	<p><i>High.</i></p> <p>IX VIII</p> <p><i>Middle.</i></p> <p>VII VI V</p> <p><i>Primary.</i></p> <p>IV III II I</p> <p><i>Kindergarten.</i></p>		

Financial condition of school during preceding six months.	AVERAGE MONTHLY INCOME FROM			Average monthly expenditure.	Reserve fund.
	Fees.	Other sources (nature of sources should be specified).	Total.		

STAFF.		Date of appointment.	Post.	Qualifications including training.	Pay.	Classes and subjects taught.
Number.	Name.					

General remarks.

Forwarding authority.

Decision of the recognizing authority.

As a note to Rule 9 (3) of the Standard Provident Fund Rules,
Appendix XXII :—

“ Provided that in the case of a woman teacher who resigns on the occasion of her marriage and has completed two years' service, the whole of the deposit and contribution with interest thereon may be withdrawn.”

(Punjab European Education Code, Seventh Edition (Reprint 1937), No. 16309-U, dated the 3rd September, 1934.)

APPENDIX XXII.

Standard Provident Fund Rules for Teachers employed in recognized European schools under private management.

1. In the following rules—

- (1) "Pay" means monthly pay, and does not include personal pay, travelling or other allowances. For the purpose of these rules the monthly rate of pay of a teacher during any school year shall be taken to be that at which he draws his *pay* for the first month of the school year.

Note.—The school year is from 1st April to 31st March.

- (2) "Teacher" includes every non-pensionable teacher holding a substantive office in a recognized school and includes whole-time Superintendents of boarding houses and school clerks.
- (3) "Depositor" means a teacher on whose behalf a deposit is made under these rules.
- (4) "Interest" means the interest which is paid on a deposit at Government Savings Bank, the Imperial Bank of India, or Co-operative Bank approved by the Registrar of Co-operative Societies under the rules in force for such institutions or on Government Securities.
- (5) "Committee" means the Committee of Management of the School concerned.

2. These rules shall apply:—

- (i) to all teachers holding non-pensionable posts in recognized European schools under private management which receive a grant-in-aid or recognition for the first time after the first day of April, 1932, and
- (ii) to all teachers of European schools which had adopted the Standard Provident Fund Rules for Teachers on or before the 1st April, 1932.

3. The maximum age for admission to a Provident Fund shall be 40 years.

4. The control of the fund shall vest in the local Government and shall be exercised on behalf of Government by the Inspector of European Schools who will be the Controlling Officer or the purposes of these rules.

Every subscriber must on joining the fund sign a certificate in token of acceptance of the rules in form 'C' appended to these rules.

5. Every teacher subject to these rules shall be required to subscribe at the rate of one anna in the rupee or $6\frac{1}{4}$ per cent. of his pay to the Provident Fund. Fractions of a rupee should be omitted.

6. The committee shall make a contribution to the deposit account of each depositor equal to the amount of deduction made from his pay under the preceding rule. Such contribution shall be credited to the fund, month by month, in favour of such teacher, together with the amount deducted from his pay. The contribution will be charged in the school accounts to the sub-head "Provident Fund."

7. (1) The sums credited to the depositors monthly, under rules 5 and 6 in the Provident Fund Ledger maintained by the school committee, shall be paid duly into the Post Office Savings Bank, the Imperial Bank of India, or into a Co-operative Bank approved by the Registrar of Co-operative Societies. Such payment should, whenever possible, be made into the Bank between the 1st and 4th of each month, in order that interest may accrue. The Bank Account for each individual contributor shall be kept separately in the name of the Manager of the School on behalf of the contributor and a separate pass book should be issued in each case.

(2) Monies shall not be withdrawn from such bank except as provided in rules 9, 11 and 17.

Note.—Notwithstanding rules 7 (2) above, deposits up to a maximum of 50 per cent may, with the consent of the contributors and the Local Government or Controlling Officer, be withdrawn and invested in Government securities.

8. Every depositor shall be required to nominate the person or persons he desires to be the beneficiary or beneficiaries entitled upon his death to the balance to his credit in the fund, provided that, where such depositor has a wife or children, such wife or children shall be nominated as beneficiaries in preference to any other person or persons.

9. The deposits and contributions, with interest thereon, at the credit of any teacher, or such part of them as he may be entitled to, may, with the sanction of the Local Government or Controlling Officer, be withdrawn by the Committee from the Post Office Savings Bank,

Imperial Bank of India, or approved Co-operative Bank or Government Securities in the following cases :—

- (1) On the decease of the depositor, when the amount shall be paid to the beneficiaries nominated by him, or if no nominated beneficiary survives him to his legal heir or heirs.
- (2) On his retirement for physical unfitness for further service, when the amount shall be paid to the depositor himself. (A teacher granted leave preparatory to retirement may be permitted to withdraw the sum to which he is entitled at any time during such leave).
- (3) On his resignation, when (subject to the provisions of rule 11) he shall receive :—
 - (i) After less than three years' service his own deposits, together with 5 per cent, of the balance in the fund standing to the credit of his account.

N.B.—This balance will consist of the Committee's contributions (which include any grants from Government for this purpose) together with interest on such contributions and interest on the teacher's deposits.

 - (ii) After three years' completed service his own deposits, together with 30 per cent. of the balance as above.
 - (iii) After four years' completed service his own deposits together with 40 per cent. of the balance as above.
 - (iv) After five years' completed service his own deposits together with 50 per cent. of the balance as above ; and thereafter by annual increments of 10 per cent. for each additional year of completed service up to 100 per cent. or the full balance in the Fund to the credit of his account.
- (4) If a teacher's services are dispensed with through no fault of his own, *e.g.*, owing to reduction of establishment, he shall be paid the full balance at his credit without any reduction.

10. In case a teacher resigns with a view to take up an appointment in another school or is transferred to another school which has a provident fund, the balance at the credit of his provident fund account, notwithstanding anything contained in rule 9 above, shall, instead of being paid to him, be transferred to the credit of a similar account in his name in the new school.

11. If a teacher is dismissed or leaves a school in contravention of written agreement the committee may with the consent of the Local Government or Controlling Officer pay to him only his own deposits together with 5 per cent. of the balance at his credit in the fund and may withhold from him the whole or a part of any further sum to which he would ordinarily be entitled under rule 9.

12. A separate account with the Bank concerned shall be opened in the name of the Committee for depositing any sum of money withheld from a teacher under the preceding rules. This account shall be called the "Teachers' Provident Fund Account." Money at the credit of this account may, with the approval of the Local Government or Controlling Officer, be utilised for compassionate allowances and gratuities to destitute employees of the school and their widows and dependents. Preference being given to person who have previously contributed towards the Fund.

13. A separate account, in form A, appended, shall be kept and written up in the office of the school committee for every depositor, and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor as soon as possible after the close of the financial year to which the account relates.

14. Amounts credited or debited to the provident fund shall, on the same day, be posted in detail into a monthly Provident Fund Journal, which shall be maintained in Form B appended. Great care should be taken to make the monthly calculations according to the rules in force in the Post Office, Imperial Bank of India, or a Co-operative Bank approved by the Registrar of Co-operative Societies, as the case may be. The Provident Fund Journal should have separate pages for each month's transactions. The accounts in Forms A and B should be compared with the Bank Pass Book.

15. No voluntary deposits from teachers shall be credited to the Provident Fund.

16. Teachers are not entitled to subscribe to the Provident Fund while absent on leave other than leave on full or average pay.

17. (1) The committee shall have power, with the approval of the Local Government or Controlling Officer, to allow temporary advances not exceeding three months' pay to any subscriber from the amount at his credit in the fund, provided that he has no other resources at his disposal, for the following purposes :—

- (a) To pay expenses incurred in connection with the illness of himself or a member of his family.

(b) To pay expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connexion with which it is obligatory that expenditure should be incurred.

(2) When an advance has already been granted to a subscriber, a subsequent advance shall not be granted to him until at least twelve months have elapsed since the complete repayment of the last advance taken.

(3) (a) Advances will be recovered at the discretion of the Committee in not less than twelve or more than twenty-four instalments. A subscriber may, however, at his option make repayment in less than twelve instalments or may repay two or more instalments at the same time.

(b) In determining the advance to be sanctioned, due regard should be paid to the amount lying at the credit of the applicant in the Provident Fund. The amount of the advance should be a sum expressed in whole rupees, and ordinarily the monthly instalments should also be in whole rupees, the advance applied for being raised or reduced, if necessary, to enable instalments to be thus fixed.

(c) Recoveries will be made monthly, commencing from the first payment of a full month's pay after the advance is granted, but no recovery will be made from a teacher while he is on leave of any kind, except leave on full or average pay.

(d) The instalments will be paid by compulsory deductions from pay, and will be in addition to the usual deposits.

(4) When the principal sum advanced is repaid in twelve instalments, or less, a 13th instalment, representing interest and equivalent to 4 per cent. of the amount of the advance, shall be paid in the month following that in which the last instalment is paid. Similarly, an additional instalment equivalent to 8 per cent. of the total amount of the advance shall be paid when the

advance is repaid in more than twelve instalments. In calculating the $\frac{4 \text{ per cent.}}{8 \text{ per cent.}}$ interest

as above, a fraction of a rupee should be taken at the next higher whole rupee, if it exceeds 8 annas, and should be ignored if it does not.

18. On a depositor leaving a school, his account shall be closed, and unless the amount to which he is entitled under these rules is withdrawn within one year it shall be written off as a dead account, and repaid only under the order of the Local Government or Controlling Officer.

19. When an account becomes 'dead' the balance at the credit thereof must be credited to the Teachers' Provident Fund account of the school as a miscellaneous receipt.

FORM A.

PROVIDENT FUND LEDGER.

Number of account.	Name.	Official designation.

Date.	OPENING BALANCE.		RECEIPTS.				CLOSING BALANCE.		REMARKS.	
	Deposit.	Balance.	Teacher's Deposit (deduction from salary).	School Committee's contribution.	Principal for calculation of monthly interest.	Interest added.	Advance taken or withdrawals.	Deposits.*		Balance.†
1	2a	2b	3	4	5	6	6a	7a	7b	8
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	

*Total of columns 2a and 3.

†Total of columns 2b, 4 and 6.

FORM B.
PROVIDENT FUND JOURNAL.

CREDITS.							REMARKS.	DEBITS.							REMARKS.
Date of receipt.	Number of depositor.	Name.	Appointment.	Deduction from salary.	School Committee contribution.	Total.		Date of receipt.	Number of depositor.	Name.	Appointment.	Withdrawn.	Credited to Committee.	Paid to depositor.	
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

When payments are made the date of payment and the amount will be entered in the column of remarks.

FORM C.

TO BE FILLED IN AND SIGNED BY EVERY SUBSCRIBER ON ADMISSION
TO THE FUND.

I hereby agree to abide by the Standard Provident Fund Rules, laid down in Appendix
XXII of the Punjab European Education Code.

Dated the 19 .

Signature of teacher _____

Name of School _____

Town or District _____

Name with address of beneficiary or beneficiaries _____

Witness :—

Signature _____

Address _____

APPENDIX XXIII.

REGISTER OF FEE INCOME OF -----(CLASSWISE).

RATE OF FEES—(a) BOARDING----- (b) DAY SCHOLARS-----

Names.	FEES REALISED.				
	Boarding.	Tuition.	Extras.	<i>Other fees as</i>	
				Medical.	Bus.
TOTAL ..					

Number paying full fees
Ditto reduced fees
Ditto no fees

APPENDIX XXIV.

CERTIFICATE OF INDIGENCE.

I _____ resident of _____
 by occupation _____ father of _____
 _____ mother of _____
 _____ guardian of _____
 _____ who is a pupil of the _____
 _____ School _____ and a candidate for the
 _____ College _____

Primary School Examination for European Schools, Punjab,
Middle School Examination for European Schools, Punjab, do hereby declare as follows :—
Cambridge School Certificate Examination,
Intermediate Examination of the Punjab University

(i) that I am a resident of the Punjab within the meaning of item No. _____ of footnote I, or I am not a resident of the Punjab within the meaning of item No. _____ of footnote I.

(N.B.—One of the two alternatives should be scored through and initialled.)

(ii) that my income from all sources does not exceed Rs. _____ per mensem.

(iii) that I have _____ other children to support and educate.

The necessary particulars of the above candidate are given below :—

1. Date of birth.
2. Course of study that the candidate intends to pursue after passing the examination.

Signed _____

(Parent or guardian).

Certified that to the best of my knowledge this declaration is correct.

Singed _____

*Designation _____

*The head of his office or Department, if the parent or guardian be in Government or Railway Service, the Deputy Commissioner, if the parent or guardian be in private employment or independent occupation.

Note 1.—The term 'resident of the Punjab' means any parent who has lived in—

A (i) the Punjab ;

(ii) any Indian State within the Geographical limits of the Punjab for a period of at least five years or was stationed therein for purposes of ;

B (i) business.

(ii) public service.

(iii) service on the North-Western Railway.

(iv) service at the headquarters of the Government of India.

Note 2.—In the case of an application for a collegiate scholarship the following information should be supplied by the candidate through the Principal of his college within two weeks of the publication of the intermediate examination results :—

1. The division in which he has passed the intermediate examination.
2. The course of study (B.A. or B.Sc.) that he will pursue.
3. The name of the college in which he proposes to study.

APPENDICES.

APPENDIX XXV.

The intention of article 5 (i) is as follows :—

- (i) that every member of a school staff who is in permanent employ, shall be entitled to full vacation salary, regardless of the actual length of time he may have served preceding the vacation.

NOTE.—Permanent employ shall be taken to mean any form of agreement which will still be in force after the vacation, and shall cover every case in which a teacher returns after the vacation to the same school in which he taught before the vacation.

- (ii) that every member of a school staff who is in temporary employ, shall be entitled to vacation salary, proportionate to the length of time he has served preceding the vacation.

NOTE.—Temporary employ should be taken to mean only such agreements as are definitely terminable at the beginning of the long vacation.

APPENDIX XXVI.**COMPLETION CERTIFICATE.**

Certified that to the best of my knowledge the work of _____ or a portion thereof for which the building grant is required has been satisfactorily completed at a cost of Rs. _____ in accordance with the detailed plans and estimates approved and signed by the divisional officer of the Public Works Department, Buildings and Roads Branch, and that the work is up to the required standard.

*Executive Engineer,
Provincial Division.*

