

**THE
EDUCATIONAL CODE OF RAJASTHAN
1957**

(PUBLISHED BY AUTHORITY)

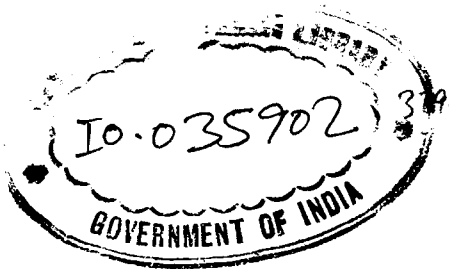
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IOD-29
LD
379.544026
RAS-E, 1957



PREFACE.

The integration of various covenanted States into the present Rajasthan State has gone through a number of processes and it presented many difficult administrative problems. The covenanted units were not only of various sizes but were very different from one another in their achievements of modern technique of administrative machinery. While some of the bigger States had created modern administrative set-up, others were still in the feudal stage where the ruler ruled with the help of a few officers and the "sweet will" of the ruler was the only guiding factor in the administration of the State.

2. Social welfare activities including educational facilities were equally at variance with one another in the different units. While some of the bigger units had Post-graduate Colleges, Teachers Training Institutes and Montessori Schools, there were others which had only one High School to boast of. The administrative machinery was, therefore, naturally non-existent in some, partially developed in others and quite reasonably developed in a few of them.

3. Unification of rules and regulations was of the utmost importance in a new-born State. This unification of rules and their codification which has now been completed will go a long way to help the administration of educational institutions of the State.

4. An Education Code is always a reference book and the rules and regulations are required to be supported by appropriate Government orders. The teachers will, however, not have to hunt for different orders and circulars of the Government any more as they will receive guidance from the Code.

5. My thanks are due to the various educationists both officials and non-officials who contributed towards the preparation and finalisation of the Code. It was, verily, a

herculean task. My thanks are also due to the Director of Education and others of his office for looking after the printing and publishing of the Rajasthan Code. The Education Code will have to be revised from time to time to suit the expanding needs of the Department in the light of experiences gained. Constructive suggestions for the improvement of the Code from any quarter would be welcome and they would receive due consideration.

S. P. SINGH BHANDARI,

JAIPUR:

M.A., I. A. S.

23rd August, 1957.

Secretary to the Government of Rajasthan,

Education and Medical &

Public Health Departments.

RAJASTHAN EDUCATION CODE.

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RAJASTHAN EDUCATION CODE.

CHAPTER - I.

PRELIMINARY.

1. The following rules relating to educational institutions in Rajasthan are issued under the sanction conveyed in Government Order No. ~~E-2434~~ dated ~~3-3-57~~. These rules may be referred to collectively as the Rajasthan Education Code.

2. The appendices to this Code shall be treated as a part of the Code and shall have the same force as the Code.

3. The Director of Education may, with the sanction of the Government, suspend the operation of any rule as applying to any class of institution or to institutions situated in any particular area.

4. The Director of Education may with the sanction of the Government, issue in the form of standing orders such ruling on or interpretations of the provisions of the Code as may appear to him to be necessary, and such standing orders shall have the same force as the Code.

5. This Code supersedes all previous Codes that may have been in force in covenanting states and other rules, orders and notifications with subjects and matters that are dealt within this Code.

6. (1) This Code shall come into force with effect from.
- (2) The rules in this Code, unless the context indicates otherwise, apply to
- (i) all institutions under public management and
 - (ii) all institutions under private management recognised and aided by the Government.

DEFINITIONS.

The following definitions shall apply throughout the Code except where the context requires otherwise :—

- (1) " Assistant Directress " means an Assistant Directress of Girls' Schools in the State,

- (2) "Department" means the Department of Education, Rajasthan under the control of the Director of Education and includes the Degree and post-Graduate Colleges controlled by the Secretary to the Government in the Education Department.
- (3) "Degree College" means an institution affiliated to the University and providing education for any of its degree examinations.
- (4) "Director" means the Director of Education, Rajasthan and
 "Deputy Director" means a Deputy Director of Education in the State.
- (5) "Government" means the Government of Rajasthan
- (6) Guardian of a pupil is a person who has accepted responsibility for the care and good behaviour of the pupil.
- (7) "High School" includes a Higher Secondary School and a Multipurpose Higher Secondary School.
- (8) "Hostel Superintendent" means the person incharge of a hostel, whatever is his designation.
- (9) (a) Education institutions are divided into two main classes.
- (i) Recognised and
 (ii) Un-recognised.

Recognised institutions are those which have secured recognition from the University, Board of Higher Secondary Education or the Department in accordance with the rules prescribed in this connection and continue to satisfy these rules and maintain the required standard of efficiency. They are open to inspection and the pupils ordinarily, follow courses of study for admission to public examinations and tests held by the Department or the University.

All other institutions are regarded as un-recognised.

- (9) (b) Recognised institutions are sub-divided into two classes.
- (a) Those under the management of Government or any local authority known as institutions under public management and
 (b) those under the management of private management.

- (2) Recognised institutions under private management are further sub-divided as aided or unaided according as they do or do not receive aid from the Government.
- (9) (c) Recognised institutions are also classified as under according to the nature and grade of instruction imparted in them.
- (i) College Education-Post graduate, Degree and Intermediate Colleges, Technical and professional Colleges.
 - (ii) Oriental Education—Sanskrit Colleges, Schools, Primary and pre-Primary Schools,
 - (iii) Professional Schools and special schools and institutions.
- (9) (d) Classes in all institutions are also to be termed according to the stage of instruction as follows :—
- (a) Post-graduate classes *i.e.* Classes giving instruction for M. A., M. Sc., M. Com., and other postgraduate degrees of the University.
 - (b) Degree classes *i.e.* classes preparing B. A., B. Sc., B. Com., B. Sc., (Ag.) and other degrees of the University.
 - (c) Professional classes.
 - (d) Intermediate classes:—*i.e.* classes XI and XII.
 - (e) High School classes:—*i.e.* classes IX and X or IX, X and XI classes in Higher Secondary Schools.
 - (f) Middle classes:—Classes VI to VIII inclusive.
 - (g) Primary classes:—Classes I to V inclusive.
 - (h) Pre-Primary stage:—It includes Nursery, Kindergarten and Montessori classes.

10. "Inspector" means any Inspector of Schools, in the State.

11. "Manager" means the person having financial and general control of an institution.

12. Model School or a School meant for teaching practice and demonstration and attached to a Teachers' Training Institution.

13. Oriental institutions colleges, schools and institutions, such as Sanskrit colleges, in which students pursue courses of study for examinations in different branches of oriental learning, prescribed, recognised or approved by the Department or the University.

14. Primary Schools include (a) Schools teaching the full primary course prescribed by the Department from class I (one) upto and including Class V (fifth) (b) Preparatory schools teaching courses for Classes I and II or more.

15. Post-graduate college means an institution affiliated to the University and providing education for post graduate qualifications and facilities for research work.

16. Public Schools are schools which are members of the Indian Public Schools Conference.

17. "Registrar" means the Registrar, Departmental Examination, Rajasthan.

18. "Scholarship" means a periodical payment of money awarded to pupil for the prosecution of studies for a fixed period on certain conditions.

19. "School meeting" is a continuous period of instruction at the beginning of which the attendance of students in school is usually marked. Ordinarily there are two meetings a day in secondary institutions.

20. Secondary schools are institutions whose main object is to afford general education beyond Primary and upto the existing Intermediate stage, including institutions recognised as such by the Government.

21. "Session" means the period (during a total period of 12 months) for which an institution is open for tuition commencing with the formation of new classes.

22. Special schools are institutions which provide education by a special method or provide education or training in any professional or technical course of study, prescribed, recognised or approved by the Department or University.

23. "Stipend" means a subsistence allowance paid to a pupil or teacher on certain conditions to enable or induce him to pursue a certain specified course of study.

24. Term means a time unit of continual work into which an academic year is divided.

25. "University" means the University of Rajasthan.

26. Vocational institutions are colleges or departments of colleges or schools or institutions where students pursue courses of study for certificates, diplomas or degrees awarded, recognised or approved by the Department or University in Law, Medicine, Teaching, Engineering, Agriculture or any other special branch of technical training.

CHAPTER II.

Departmental Organisation

1. The Department of Education, hereinafter called the Department, is the agency of the Government of Rajasthan for organising and administrating all educational activity in the State.

2. The various types of institutions through which the educational work of the department is carried on in the State are :—

- (a) Post-graduate and Degree Colleges affiliated to the University of Rajasthan.
- (b) Sanskrit Colleges preparing candidates for recognised public examinations of the Department and the University.
- (c) Professional Colleges.
- (d) Teachers' Training Colleges affiliated to or recognised by the University or the Department.
- (e) Intermediate Colleges affiliated to the University.
- (f) Public Schools enjoying membership of the Indian Public Schools Association and preparing candidates for public examination of the Department or the University or such examination as are approved by them.
- (g) Teachers' Training School preparing candidates for the examinations of Basic S. T. C., Certificate in training recognised by the Department.
- (h) High, Higher Secondary and Multipurpose Higher Secondary Schools recognised by the University and Board for Higher Secondary Education.
- (i) Middle and Primary Schools recognised by the Department.
- (j) Sanskrit Pathshalas preparing candidates for such examinations in Sanskrit as are recognised by the Department.
- (k) Schools for handicapped children.
- (l) Schools for Fine Arts Music and Crafts.
- (m) Central Divisional and District Libraries.
- (n) Other libraries and Reading rooms.
- (o) Social Education Centres.
- (p) Institutions preparing candidates for various recognised Hindi Examinations.

3. The Director of Education hereinafter called the Director is the Head of the Department except for such education as is under the direct control of the Secretary to the Government, in the Education Department and is responsible to the Government

for carrying out its educational policy. He is assisted by Additional Deputy and Assistant Directors and such other officers as are appointed in this behalf by the Government.

4. For the purpose of educational administration, the State has been divided into a number of educational circles, each under the charge of an Inspector of Schools assisted by Deputy and Sub-deputy Inspectors. Some small districts are under the charge of the Deputy Inspector of Schools, In-charge District who have Sub-Deputy Inspectors to assist them. These circles are grouped in ranges, each under a Deputy Director.

5. The Director shall hold general charge of all Government educational institutions in the State (except those which are directly under the control of the Secretary to the Government in the Education Department) and direct charge of such institutions as are specified by the Government.

6. The Deputy Directors of Education shall hold general charge of Primary, Middle and High Schools and special charge of special schools and Higher Secondary Schools in districts under the Deputy Inspector, In-charge, District and Inter Colleges in their jurisdiction.

7. The Supervision and control of Educational institutions up to the standard of High Schools and Teachers' Training Schools for men situated within each circle shall be entrusted to the Inspector of Schools who will be assisted by the Deputy and Sub-Deputy Inspector of Schools.

8. The supervision and control of all Educational Institutions for girls and Teachers' Training Schools for Women shall be entrusted to the Assistant Directress of Education who will be assisted by a number of Deputy Inspectresses of Schools.

9. The Sanskrit Pathshalas shall be under the direct charge of the Inspector of Sanskrit Pathshalas who will be assisted by the Deputy Inspectors.

10. All Social Education Work and libraries shall be under the direct charge of the Deputy Director of Social Education who will be assisted by District Social Education Officers in districts and Social Education Organisers in Community Project and N. E. S. Blocks.

11. Public Examinations under the control of the Department shall be conducted by the Registrar of Departmental Examinations. He will be assisted by Deputy Registrars.

12. The powers and duties of various officers mentioned above are given in Chapter III.

CHAPTER III.

Duties and Powers of Officers.

1. The various officers of the Department will exercise such powers as are conferred upon them under the schedule of powers sanctioned by the Government (Given as appendices). They will exercise certain special powers and perform duties as mentioned here after in regard to the administration and organisation of the Department.

2. The Director as head of the Department is responsible for the direction and administration of education in the State except such part of it as is directly controlled by the Secretary to the Government in the Education Department. He controls the Inspecting staff and is empowered:—

- (a) to issue circulars, orders or notifications laying down general administrative principles or having a bearing on matters of educational policy subject to the general control of the Government.
- (b) to inspect any educational institution under his administrative control in the State.
- (c) to select teachers for M. Ed. trainings and to sanction stipends to them according to rules and regulations prescribed by the Government.
- (d) to fix with the approval of the Government, headquarters of Inspectors, Deputy Inspectors, Assistant Directors, Assistant Directresses, Deputy inspectresses and of officers of similar ranks and at his own discretion those of the Sub-Deputy Inspectors, Sub-Deputy Inspectresses, Guides and Organisers of Social Education, and officers holding similar posts.
- (e) to distribute lump sum amounts sanctioned in the departmental budget for contingent and other expenditure to different subordinate offices and institutions according to their requirements.
- (f) to open new institutions (Primary, Pre-Primary, Secondary High, Higher Secondary, Teachers' Training Schools and Intermediate Colleges) in accordance with the orders of the Government and meet the expenditure on this account according to the sanctioned scale from the provision made in the

budget. In the case of High Schools and Intermediate Colleges, necessary affiliation or recognition will have to be secured from the University or the Board before starting any classes.

- (g) to shift with the approval of the Government any institution of secondary standard from one place or locality to another and if necessary to close down such institutions. The opening, shifting or closing of Primary Schools shall be within the discretion of the Director.
- (h) to sanction grant-in-aid to aided institutions under his jurisdiction according to rules prescribed by the Government in this behalf.
- (i) to sanction construction of new buildings as well as additions and repairs to existing buildings according to the powers delegated in the Schedule of powers.
- (j) to grant recognition to educational institutions in accordance with the rules sanctioned by the Government.
- (k) to close educational institutions during Summer and autumn vacation and for such periods as may be necessary during prevalence of epidemics and any other wide spread calamity and to depute teachers of these institutions on special duty elsewhere.
- (l) to grant special holidays not exceeding 10 (ten) days in the year to educational institutions for reasons considered sufficient in his discretion. The visit of Senior officers or other dignitaries should not normally be made an occasion for granting such holidays.
- (m) to detain during the vacations any officer under him and depute him to some other work.
- (n) to prescribe minimum number of touring days for all categories of Inspecting officers and call for and approve the tour programmes, tour diaries and inspection reports of the Deputy Directors.
- (o) to establish Libraries and Reading-Rooms as well as subscribe magazines, periodicals and newspapers of general and special interest.

3 The Director shall regularly furnish his tour programmes and inspection reports to the secretary to the Government in the Education Department.

4. The Director shall visit the institutions that are in his special charge atleast once a year. He will also visit every year a sufficient number of Institutions of all other grades and kinds

in his jurisdiction as well as inspect the offices of Deputy Directors and atleast one third those of the Inspectors to keep himself informed of the progress and efficiency of education and to exercise supervision on the work of other inspecting officers.

Deputy Director of Education.

5. The regional officers will exercise such powers as are conferred on them or delegated to them by the Government. They will perform the following duties: -

- (a) Besides the institutions which the Government has placed under their special charge and offices of the Inspectors and Deputy Inspectors, Incharge Districts which the Deputy Directors will be required to inspect atleast once a year, they will pay visits to institutions of all other grades and kinds in their jurisdiction to keep themselves informed of the progress of education and to exercise supervision on the work of other inspecting officers.
- (b) They shall remain on tour for ten days in a month.
- (c) They will prepare their tour programmes for each term sufficiently in advance and submit them to the Director of Education for his approval.
- (d) They will send copies of their inspection reports as well as monthly diaries to the Director for appropriate action.
- (e) They will send to the Director an annual report on the administration of offices and educational institutions in their charge in the month of June every year in the prescribed form.
- (f) They will submit to the Director an annual confidential report of all gazetted staff under them in January every year in the prescribed form.
- (g) They will call for and approve tour programmes and diaries of the Inspectors of Schools.
- (h) They will arrange for the opening of new Primary and Middle Schools in their ranges in accordance with Government orders and meet expenditure on that account out of the budget provision sanctioned for this purpose.

- (i) They will sanction construction of new buildings as well as additions, alterations and repairs to existing buildings according to their powers in the Schedule of powers sanctioned by the Government.
- (j) They will select candidates for Basic S. T. C. training in accordance with the rules prescribed in this behalf and sanction stipends according to rules prescribed by the Government.
- (k) They will grant recognition to middle schools in accordance with the rules made by the Government.
- (l) They will be empowered to grant special holidays on account of epidemics of widespread calamity to institutions in their charge for a period not exceeding 5 days in one academic year, provided the total length of such a period including the holidays granted by the Director does not exceed 10 days in the academic year.
- (m) They shall conduct detailed inspection of their offices and of the offices of gazetted officers under their control once a year.

**Inspector of Schools & Deputy Inspectors,
Incharge, Districts.**

6. The main duties and powers of Inspector are :—
- (a) To be generally responsible for the supervision of Primary, Middle and High School education for boys in their circle.
 - (b) To supervise and control the work of Deputy-Inspector and Sub-Deputy Inspectors under them.
 - (c) To assist the Director and Deputy Director if required, in the inspection of institutions situated within their jurisdiction.
 - (d) To visit annually in his circle atleast 10 percent Primary schools and 20 percent Middle Schools in order to test and guide the work of inspecting officers subordinate to him.
 - (e) To be on tour for atleast 120 days in a year and not less than 10 days in any month.

- (f) To prepare their tour programmes for each term sufficiently in advance and submit them to the Deputy Director for approval. They will send copies of their inspection reports and monthly tour diaries of the Deputy Director for appropriate action.
- (g) To make recommendations to the Deputy Director regarding appointments, promotions, transfers, increments, leave, suspension and dismissal of teachers under them according to rules and departmental orders.
- (h) To check and approve tour programme and tour diaries of Deputy Inspectors and Sub-Deputy Inspectors.
- (i) To examine inspection reports submitted by inspecting officers under them and to record their comments thereon.
- (j) To make recommendations to the Deputy Director for the opening and closing of Primary, Middle and High Schools.
- (k) To grant special holidays on account of epidemics and other reasons to institution in their charge for a period not exceeding three days in the academic year. Such holidays including those given by all the inspecting and Direction officers shall not exceed 10 days in the academic year. The Inspector, however, shall not be empowered to grant special holidays on account of the visits of distinguished persons.
- (l) To prepare and submit to the Deputy Director periodical statements on the working of both Public and privately managed institutions in their circles.
- (m) To maintain up-to-date lists of all institutions both Public and Privately managed and staff working in them.
- (n) To make annual confidential reports according to rules regarding the officers subordinate to them in January each year.
- (o) To submit to the Deputy Director in June each year an annual statement of the touring and inspection work done by them and other inspecting officers under them in the prescribed form.
- (p) To scrutinise plans for new buildings and to give advice in all cases in which schemes of new buildings or extensions or repairs to existing ones are contemplated.

- (q) To organise camps, rallies and tournaments and to promote corporate life among students and teachers.
- (r) To take measures to enlist the co-operation of and maintain effective contact with the officers of other Department, parents and guardians of students and public in general in order to promote efficiency of educational institutions under their charge.
- (s) To conduct detailed inspection atleast once a year of his own office.

Inspector of Sanskrit Pathshalas.

7. (i) The Inspector of Sanskrit pathshalas will have all the duties, responsibilities and powers of the Inspector of Schools with regard to Sanskrit Institutions below the 'Acharya' Standard in the State.

(ii) He will work directly under the Director.

Assistant Directress of Education.

8. (i) The Assistant Directress will have all the duties, responsibilities and powers with regard to girls and the women institutions in her circle as the Inspector of Schools has in the case of the boys and men institutions in his.

(ii) She will work directly under the Director except for purchase of stores in which case she will work under the Deputy Director.

Registrar of Departmental Educations.

9. (I) The Registrar will

- (i) be directly under the Director and will be responsible for the organisation and holding of all the departmental examinations.
- (ii) be responsible for due maintenance of accounts and will receive, cheque, and pass all bills for remuneration and other contingencies received from the examiners, superintendents of examination centres, and from any other person concerned.
- (iii) frame rules, for the conduct of all departmental examinations and to amend them with the approval of the Director.

- (iv) invite application from duly qualified persons for appointment as paper setters, examiners, etc. Such persons will be appointed by the Director with the assistance of a Committee of three teachers or officers to be constituted by him.
- (v) arrange for the scrutiny and moderation of all the question papers through appropriate committees constituted by the Director.
- (vi) make necessary arrangements for the printing of question papers, for their packing, sealing and despatch to various centres of examination.
- (vii) To fix centres for examinations with approval of the Director, and to make necessary administrative arrangements at such places.
- (viii) purchase and supply stationery required for all the examinations.
- (ix) inspect during the course of the examinations the conduct of the same at any of the centres he considers necessary or request with the approval of the Director any person or persons of the Department to do so; the officer thus commissioned will send his inspection report to the Registrar.
- (x) compile the result of all the examinations, and declare the same with the approval of the Director.
- (2) after the results have been announced, the Registrar shall
 - (i) publish the results of each examinations in the Rajasthan Gazette and in the local news-papers having wide circulation.
 - (ii) sign and issue the certificates to the successful candidates of all the departmental examinations.
 - (iii) submit to the Director a consolidated report of all the examinations for inclusion in the annual report of the Department.
 - (iv) prepare a consolidated summary of the reports from various head-examiners which, after the approval of the Director will be printed and sent to the heads of institutions and other officers concerned.
 - (v) entertain applications in respect of disputes and complaints regarding the examinations and recommend suitable action after proper enquiry to the Director.

- (vi) arrange or recommend, as the case may be, payment of all the bills.
- (vii) prepare and submit to the Director for sanction the budget estimates connected with the Departmental examination.

Deputy Director, Planning.

10. The Deputy Director, for planning shall remain attached to the Head office. He will have the following duties:—

1. To prepare according to the directions of the Director all plans for the improvement and expansion of education.
2. To keep a record of the working of all such plans, call necessary periodical statements and information from the operating agencies of the plan and submit the same to the Director.
3. To keep watch on the implementation of the plans and issue necessary instructions, with the approval of the Director, of their proper working.
4. To maintain the basic educational statistics and statistical and other information regarding the plans.

Deputy Director, Social Education.

11. Deputy Director, Social education will be attached to the Directorate and will work under the Director in matters of Social Education. He will be required:—

- (a) To be on tour for atleast 120 days in a year. And not less than 10 days in any month.
- (b) To control and supervise the work of social education organisers and other staff appointed in connection with adult and social education work and to make recommendations for their increment, leave, inspection, dismissal, etc., according to Government rules and Departmental orders.
- (c) To submit to the Director an annual report in June each year regarding the progress and development of social education in the State with proposals for its development.

- (d) To submit to the Director in June each year a confidential report regarding the District Social Education officers about their work and conduct in the prescribed form.
- (e) To submit to the Director his tour programme every term for approval and send every month, copies of his inspection reports and tour diaries for his comments and remarks.
- (f) To call for and approve tour programme and tour diaries of District Social Education Officers in the prescribed form.
- (g) To organise and run social education training centres, camps, conferences, seminars and other cultural programmes.
- (h) To manage, supervise and control libraries and reading rooms in his charge.
- (i) To establish and promote public contacts in order to make social education popular and effective.
- (j) To prepare and publish suitable literature on social education.

Deputy Inspectors of Schools.

12. These officers shall have as their special charge primary and Middle Schools for boys; they are allotted the following duties:—

- (1) He will be primarily responsible for the efficient running of the Primary and Lower Secondary Education in the District. All matters relating to these schools will be dealt with by him and only Policy and financial matters and those concerning appointments, promotions, transfers and disciplinary action will be put up by him to the Inspector for decision.
- (2) He will inspect each Middle School in his District once a year. He will also inspect some Primary Schools (number to be fixed by the Inspector). His inspection reports will be submitted to the Inspector for perusal and guidance. Ordinarily he will remain on tour in connection with this inspection work for not less than 12 days in a month. He will get his tour programmes approved by the Inspector.

- (3) He will grant casual leave to all Headmasters of Middle Schools.
- (4) He will distribute stores, stocks and supply forms to Primary Centres and other Middle Schools.
- (5) He will be in-charge of the Accounts Branch of the Inspector's Office and all papers of this section will pass through him while he is at the Head quarters. He will look after the duties of the Inspector while the latter is away from the Headquarters.
- (6) He will be responsible for the correct maintenance of Establishment Register. He will ensure that the Service Books and Personal Files of the staff working in Primary and Middle Schools are kept upto-date and necessary certificates given in these books at the end of the year.
- (7) He will prepare and submit to the Inspector proposals for the utilisation of grants for Middle Schools and for Primary Schools (in consultation with the Sub-Deputy Inspectors).
- (8) He will supervise the preparation of annual Statistical Returns for the whole District including High Schools and other special Schools. He will consolidate the annual Establishment Returns of the staff upto Middle Schools.
- (9) He will approve tour programmes of all Sub-deputy Inspectors of Schools and will be responsible for supervision over their work. He will scrutinize the inspection reports submitted by them and will take further necessary action.
- (10) To pay special attention at the time of inspection to wastage and stagnation specially in the lower classes of primary and middle schools.
- (11) To see that the salaries of the staff of Middle and Primary Schools are disbursed punctually and regularly.
- (12) To prepare and submit to the Inspector in January every year a list of teachers to be deputed for S. T. C. training next session.
- (13) To make enquiry in the cases sent to them by the Inspector.

Deputy Inspectresses of Schools.

12. These officers shall have as their special charge Primary and Middle Schools for girls ; they are allotted the following duties :—

- (a) To be out on tour for atleast 120 days in a Year and not less than 10 days in any month. To inspect all recognised Middle Schools in their charge atleast once a year and to inspect annually 80% of the Primary Schools under them.
- (b) To submit to the Assistant Directress for their approval, tour programmes for each term in the prescribed form.
- (c) To maintain an up-to-date list of all institutions and staff in their charge.
- (d) To submit to the Assistant Directress every year in June a report regarding the touring and inspection work due by them and Sub-Deputy Inspectresses under them in the prescribed form.
- (e) To note and report to Assistant Directress names and other necessary particulars in the prescribed form of villages where, in their opinion, new schools should be opened.
- (f) To pay special attention at the time of inspection to wastage and stagnation specially in the lower classes of Primary and Middle Schools.
- (g) To see that the salaries of the staff of Middle and Primary Schools are disbursed punctually and regularly.
- (h) To prepare and submit to the Assistant Directress in January every year a list of teachers to be deputed for S. T. C. training next session.
- (i) To make enquiries in the cases sent to them by the Assistant Directress.

Sub-Deputy Inspectors of Schools.

13. These Officers are entrusted mainly with the work of inspection of Primary Schools. They are required :—

- (a) To be on tour for atleast 200 days in the year and not less than 15 days in any month. To inspect Primary

Schools in their charge atleast twice every year with an interval of not less than three months between one inspection and another.

- (b) To maintain a list of all schools and staff in their charge.
- (c) To note and report in the prescribed form the names of suitable villages for opening new Primary schools.
- (d) To submit to the Inspector an annual report in June every year regarding the progress and development of Primary education in his charge giving suggestions for improvement and mentioning any difficulties of a general nature.

Heads of Intermediate Colleges and Teachers Training College, Bikaner.

14. The Heads of Intermediate College shall have the powers :—

- (a) to give half holidays not exceeding ten in a year to their college for educational purposes.
- (b) to take all such steps as may be necessary for the welfare of their students and the maintenance of discipline among them, and
- (c) to delegate such of their powers to teachers and hostel superintendents under them as they think necessary.
- (d) to form parent-teacher associations in order to establish contacts with and secure the co-operation of parents and public in the activities of the college.
- (e) to encourage in their college co-curricular activities like scouting, shramdan, social service, debates, staging of dramas celebration of festivals, etc.

The Heads of High and Teachers' Training Schools

15 The Heads of High and Training Schools shall have the powers : -

- (a) to give half holidays not exceeding six days in a year to their institution for educational purposes

- (b) to take all such step as may be necessary for the welfare of their students and the maintenance of discipline among them; and
- (c) to delegate such of their powers to teachers and hostel superintendents under them as they think necessary.
- (d) to form parent-teacher associations in order to establish contacts with and secure the co-operation of the parents and pupils in the activities of the school.
- (e) to encourage in their schools, co-curricular activities like Scouting, Shramdan, Social services, debates, dramatic societies, observance of festivals, etc.

The Heads of Middle and Primary Schools.

16. Heads of Middle and Primary Schools shall have the following powers ;—

- (a) to give half holidays not exceeding four to their schools in a year for educational purpose.
- (b) to take all such steps as may be necessary for the welfare of students and the maintenance of discipline among them, and
- (c) to delegate such of their powers and responsibilities to teachers and hostel superintendents under them as they think necessary.
- (d) to form parent-teacher associations in order to establish contacts with and secure the co-operation of the parent and public in the activities of the school.
- (e) to encourage in their school co-curricular activities like Scouting, Shramdan, Social service, debates, dramatic societies, celebration of festivals, etc,

CHAPTER IV.

Inspection.

1. The Inspecting staff of the Department consists of the Director, the Deputy Directors, the Assistant Directors, the Inspectors, the Deputy Inspectors and Deputy Inspectresses, the Sub-Deputy Inspectors and such other officers to whom the duty of inspection has been or may be entrusted by the competent authority.

2. The following rules, which are applicable to all educational Institutions, are laid down for the guidance of Inspecting Officers:—

(a) The main duty of inspecting officers is to check and assess the work and efficiency of educational institutions. They should do this sympathetically and tactfully and give advice based on sound knowledge and experience. They should be free to praise or to criticise, but their criticism should be constructive and calculated to encourage and not to intimidate.

(b) The proper scrutiny of the work and efficiency of an institution consists of two principal parts, *viz*, inspection and examination. By the former is meant the process of seeing an institution during its normal work, noting, for example, the suitability, adequacy and condition of accommodation, furniture and apparatus, the arrangement and organization of classes, the manner in which accounts, records and registers are kept, the provision for physical education, the condition of the library, order and discipline, the relations between teachers and pupils, and the methods of teaching. By the latter is meant the process of testing the pupils in order to assess how far they have profited by the instruction of their teachers and how far deficiency in the methods of teaching is borne out by resultant weakness in the class. In order to arrive at a fair assessment of the condition of institution, both inspection and examination are necessary. Inspection or atleast a part of it, should usually come first, and the examination of pupils afterwards. Inspection of registers, records and accounts should be done after the inspection of the institution and the examination of the pupils have been concluded.

- (c) Inspections should always be conducted with reference to the remarks made and the instructions given on previous occasions by the Inspecting officer or his predecessors. The Inspecting officer should first determine to what points his inspection and examination should be specially directed, with a view to ascertaining whether former instructions have been carried out. He should then proceed to inspect the institution and afterwards to examine the class. This is the essence of constructive inspection work, and the inspection reports should show clearly that the Inspecting Officer is seeking to build on his own or his predecessor's foundations.
- (d) As institutions are intended for the education of pupils, an Inspecting officer's main concern should be to investigate the way in which the pupils are occupied in each institution. He should find out what they are doing, what they are learning, and what habits they are acquiring, whether there is a reasonable balance of intellectual, manual and physical activities, whether they are enjoying their school or college life and are at work on tasks which are within their competence and in a way that brings them satisfaction. He should take every opportunity of impressing on managers, teachers and pupils the in-expediency and danger of sacrificing intellectual, manual, physical and moral training to the mere acquisition of book knowledge and should see that full attention is given to the development of the pupils character and personality. The organisation, the curriculum and the programme of activities should be so planned as to provide adequate training for a democratic way of life.
- (e) The Inspecting Officer ought to satisfy himself whether the members of the staff are qualified, responsible, enthusiastic and contented, and whether there is mutual confidence between the Head of the institution and his staff. He should also see how far the teachers understand the art of teaching and school management, and how far they are careful and zealous in their work; he should guide and advise them and do every thing possible to remove their difficulties. No teacher should be criticized or reprimanded in the presence or hearing of pupils by an Inspecting Officer. If an officer sees signs of slackness or incompetency on a teacher's part, his obvious duty is to deal with it

later on to bring it to the notice of his superior officer for necessary action. Caution should be exercised with regard to the criticism of methods of teaching. They should be judged by their effectiveness, and originality and independent thought should be encouraged. The Inspecting Officer should, instead of making an arbitrary pronouncement of opinion on methods of teaching, make the teachers think about them and then induce them to abandon methods which are obviously unprofitable. Before pronouncing a teacher to be incompetent to handle a subject, the Inspecting Officer should carefully watch his teaching and its results and record his impressions. Very often it will be wise to defer a final judgment till a second visit. The Inspecting Officer must also aim at securing the confidence of the Head of the institution, by giving him reason to feel that an Inspector is not simply a professional critic but one with whom he can talk freely and frankly about his problems and from whom he will have sympathy, direction and guidance.

- (f) Inspecting officers should so conduct themselves in an institution that their behaviour may be a model for teachers and pupils. They will be as considerate to the feelings of teachers and pupils as they are conscious of their own dignity, and avoid manifestations of temper, impatience and dissatisfaction. They should, on no account, smoke or chew betel leaf during an inspection.
- (g) The co-operation of Inspecting officers with Managers is essential to the welfare of institutions under private management. Care should be taken to avoid all appearance of dictating orders to managers or teachers in such institutions. In such institutions, Inspecting Officers should be careful to avoid saying, doing or writing anything that would tend to diminish the teachers' respect for their Manager and the Manager's authority over his teachers. It should, however, be made clear that attention to suggestions and remedying of defects is a necessary condition for the continuance of recognition or aid. They should generally encourage private effort in education and do all in their power by judicious advice and timely information to direct it into profitable channels.

- (h) Inspecting officers should make themselves familiar with the area which the recognised institution serves in order to find out whether it is meeting local needs and commands the interest and appreciation of parents and the community generally.
- (i) An important part of an Inspecting Officer's duty is to be in touch with the people. It is advisable, when practicable, that he should, at the end of each full inspection, have meeting with the Manager, in the case of educational institutions under private management, and with influential persons of the locality, in the case of institutions under public management to suggest means for the improvement of the institutions. He should, as far as practicable, meet the parents and guardians of the pupils. In this way he can point out the defects which have come to his knowledge, explain the necessity of regular and punctual attendance, and induce the people generally to take an active interest in education.

3. Ordinarily reasonable notice of the date of inspection shall be sent to Colleges and High, Middle, Training and Special Schools, with the intimation that work should be carried on in accordance with the usual routine at the time of inspection. Heads of institutions shall have the usual statements, in the prescribed forms and any other information required by the Inspecting officer ready for his perusal on his arrival. Surprise visits to all types and grades of institutions may, however be made by inspecting officers. The purpose of surprise visits will be first to see the accuracy with which registers are kept and secondly, to see how the Head of the institution and his assistants have been conducting the work of the institution formally.

4. (a) The results of each inspection shall be embodied in an inspection report (see Appendix V: A. and V: B.) which shall be prepared by the Inspecting Officer concerned in the prescribed form.

(b) In the case of Colleges, High, Middle, Training and Special Schools, a typed report should be prepared within a month of the conclusion of the inspection. One copy of this report should be sent to the head of the institution concerned, another to the Manager, (if the institution is under private management) and a third to the higher officer; an office copy will be kept for record.

(c) In the case of other institutions other than those mentioned in (b) written reports should be prepared in the prescribed printed form and copies of the same should be sent as mentioned above.

NOTE:—Travelling allowance bills will not be accepted until copies of the inspection reports have been sent as above.

5. The time to be devoted to the inspection of the different types and grades of institutions shall be as follows:—

(a) Two days for Colleges, High, Training and Special Schools;

(b) One day for Primary and Middle Schools, Sanskrit Pathshalas, Libraries and Social Education Centres.

6. (a) Inspecting officers should so arrange their tour that they can visit the largest number of schools with the minimum amount of travelling. By a judicious adjustment it is, in most cases practicable to lay out a tour programme along a line from which a large number of schools may be inspected or visited.

(b) Long daily journeys should not be undertaken unless they are necessary for special and adequate reasons to be recorded in the diary.

(c) When only one day is to be devoted to the inspection of a school, the Inspecting Officer must leave his headquarters of halting place at such a time as to reach the school to be inspected before it opens. He should complete the inspection that day and halt there for the night, unless there is anything special by way of inquiry, etc. to detain him, he should proceed to the next school on the following morning. In short, one journey and one inspection in a day are advisable, but not two journeys and one inspection.

(d) Inspecting officers are expected to adhere to their approved tour programmes. They should not alter them without the permission of the officer by whom they have been approved. They are, however, permitted to deviate from the programmes in details provided such deviation does not effect the general result and involves no additional expenditure as travelling charges. Sudden or violent changes of programmes and hurried journeys which have no important object or effect will not be permitted on any account, except when they are due to the illness of the officer concerned or any other unavoidable cause.

Note:—The travelling allowance bill of any inspecting officer who undertakes a journey which is not distinctly in public interest will not be passed for payment.

- (e) Each Inspecting Officer shall maintain a monthly diary in the prescribed form and shall send a copy of this along with his travelling allowance bill for the month to the officer concerned. In the "Remarks" column of the diary any deviation from the approved programme must be explained.

7. The Inspecting officer will pay special attention to the scrutiny and checking of fee and fund registers and other records of a financial nature and examine on the spot arrangements for the safe custody of cash.

8. Particular care should be taken to see that no books other than prescribed ones are used as text-books by the pupils and that the prescribed syllabus and courses of study are fully covered.

9. Since it is the policy of the Government to encourage experiments in curriculum planning, institutions will, with the approval of the Department, be free to adopt special courses of studies provided such courses satisfy the basic requirements of the curriculum prescribed by the Government.

10. For the guidance of Inspecting officers, inspection notes containing suggestions as to the points that should be noticed at the time of inspection have been given in Appendix IV.

11. Inspecting officers are prohibited from accepting entertainment or parties where food is served, on the occasion of their formal inspection tours.

12. Each inspecting officer will send a quarterly report to the next higher authority showing the following information on the 15th January, 15th April, 15th July and 15th October every year :—

- (a) The number of offices and institutions required to be inspected in a calendar year.
- (b) Number of inspections carried out during the preceding quarter.
- (c) Total number of inspections carried out since the beginning of the Calendar year including those inspected during the preceding quarter.
- (d) Balance to be inspected.
- (e) Remarks.

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CHAPTER V.

Post-graduate and Degree Colleges.

NOTE :—The rules in this chapter apply to all Government Colleges, and are supplementary to the regulations of the University of Rajasthan.

1. Post-graduate and Degree colleges in Rajasthan are affiliated to the University of Rajasthan which prescribes the courses of study for various examinations.

2. The colleges are under the Secretary to the Government in the Education Department and correspond directly with him.

3. The college will levy fees and grant freships and half freships sanctioned by the Government.

4. In addition to the powers which have been conferred on the Principals of these colleges in the schedule of powers sanctioned by the Government, they shall, in accordance with the regulations laid down by the University, have powers in all matters relating to the admission, promotion, transfer, withdrawal, residence, expulsion and rustication of students, the distribution of classes and the regulation of the details of the course of study.

5. The condition of residence of the students must be satisfactory and those who do not stay in college hostels must reside with their parents and guardians or at places approved by the Principal. Hostels attached to these colleges shall be looked after by a resident warden under the general supervision of the principal.

6. The premises of these colleges shall not be used for any purpose other than an educational purpose except with the permission of the competent authority.

7. There shall be in every college a Staff Council composed of all members of the teaching staff in the college.

8. The staff Council shall be presided over by the principal who should consult it on all important matters concerning teaching, discipline and corporate life in the college.

9. In colleges where the strength of the teaching staff does not exceed 20, the Staff Council should, as a rule meet atleast

once a month and may meet more often if the principal considers it necessary.

10. (a) In colleges where the strength of the teaching staff exceeds 20, the Staff Council shall meet atleast once a term and discuss matters of general policy, regarding the academic and corporate life of the college.

(b) In such colleges the functions of the Staff Council may, in cases requiring quick action, be exercised by a Staff Advisory Committee composed of the Principal (who will be the Chairman), heads of Departments and five representatives of the teaching staff elected by the staff council. The Staff Advisory committee shall meet atleast once a month.

11. In cases of difference of opinion between the Principal on the one hand and the Staff Council or the Staff Advisory Committee on the other, the decision of the Principal shall be final.

12. The duties of the members of the staff of colleges are not confined to the class-room only. They shall co-operate with the Principal in all activities that tend to promote the physical, intellectual and moral development of students.

13 Colleges shall observe the vacations and holidays sanctioned by the Government for them subject to the regulations of the University.

14 It shall be the responsibility of the Principal to see that proper discipline is maintained in the college. He may, for that purpose, frame rules from time to time and regulate the conduct of students within or outside the college.

15. Private tuition by the staff should be discouraged and in no case shall the number of tuitions to be undertaken by a member of the staff exceed one, for which previous permission should be obtained from the Principal. He will maintain a register of such private tuitions with necessary particulars.

16. Permission to engage in any other avocation must be obtained from the Principal and in the case of Government servants such permission shall be subject to Government Servants conduct Rules sanctioned by the Government.

17. The Principal and other members of the teaching staff may be allowed academic leave, not exceeding 15 days in a year.

inside Rajasthan and 6 days outside it by such authority as is competent to sanction casual leave to them.

18. This academic leave shall be available for University work including meetings of University bodies, inspections and examinations and participation in academic conferences, meetings and seminars.

19. The Principals shall obtain permission from competent authority before they leave station.

20. Suitable provision should be made in colleges for physical training, including drill, gymnastics, games and athletics as well as for the establishment of National Cadet Corps. Games, as far as possible, should be compulsory and all students should be required to take part.

21. To encourage corporate life in the college and to train students for democratic citizenship, the Principal will guide students to form societies to promote, social, cultural and athletic activities in the college according to rules framed or approved by him.

CHAPTER VI

Internal Administration of Institutions.

Note:—The rules in this chapter apply to all educational institutions (other than Degree and Post-graduate Colleges) including Primary, Middle & High Schools and Intermediate Colleges which are maintained or recognised by the Department. They are supplementary to the regulations of the University in respect of institutions affiliated to or recognised by it.

1. The several stages of instruction consist of the following classes and sections:—

Stage of
Instruction:

Intermediate:	Class XI & XII: Intermediate Section.
High School stage:	Classes IX & X: High School Section.
Higher Secondary Stage:	Classes IX, X, & XI: Higher Secondary Section.
Middle School Stage:	Class VI to VIII: Middle Section.
Primary School stage:	Classes I to V: Primary Section.

2. The courses of study are prescribed for the High School and Intermediate Classes by the University for Higher Secondary Schools, or the Board of Higher Secondary Education and for the Primary and Middle classes by the Department.

3. The curricular prescribed by the University, Board or the Department should generally be followed except in, so far as special exemption has been granted by the recognising authority. Text books must be selected from the list of the authorised or prescribed books and the Heads of institutions will be responsible for seeing that no unauthorised books are used by the students as text books.

4. The Heads of institutions are not permitted to leave station without having first obtained the written permission of the competent authority in the case of Government institutions and of the Manager in the case of institutions under private management. The teachers shall not leave the station without having first obtained the written permission of the head of the Institution.

Permission
to leave sta-
tion.

5. In every institution adequate provision should be made for physical training, comprising drill, gymnastics, games and athletics in the interest of the health and the physical and moral development of pupils. Field games such as football, hockey cricket, basket-ball, volley-ball deck-tennis and Indian games should be organised; however if there is not space enough, such of the above mentioned games as require small space shall be arranged.

Physical
Training.

6. Teachers are expected to take active interest in the physical education of their pupils. They should be assigned the duty of assisting, by turns, in the organisation and supervision of games after ordinary school hours. Unless incapacitated by age they should take part in games.

7. In addition to games and athletics, physical training shall be compulsory in all the stages of school education.

Museums.

8. In institutions of all grades attempts should be made to form and maintain a small museum. Interesting objects of nature or art, of scientific or artistic or historical value, maps, models, botanical and geological specimens, agricultural collections and any typical handwork of teachers and pupils should be the salient features of such museums. Pupils should be encouraged not only to collect such specimens as will increase the usefulness of the museum, but also to take practical interest in classifying and arranging the articles collected.

Moral
Education

9. Provision should be made in all educational institutions for moral education by creating a moral atmosphere in the entire life of the school and through methods such as inspirational songs in school assemblies, discourses, dramatics, etc.

Religious
Instruction

10. A recognised educational institution under private management may impart religious instruction subject to the following restrictions:—

- (a) No pupil shall be required to attend any form of religious instruction or observance unless he or (if he is a minor) his guardian has given his consent thereto.
- (a) Religious instruction may be given only at the beginning or end of the school or college meeting.

Disciplinary
Regulations.

11. The following practices are strictly forbidden:—

- (a) Spitting in or near the school or college building.
- (b) Smoking in or near class-rooms.
- (c) The use of drugs or intoxicants.
- (d) Any form of gambling.
- (e) Disfiguring or otherwise damaging the school furniture or building.
- (f) Noisy behaviour in school or college premises

12. Sincere efforts should be made for the observance of personal cleanliness by the pupils and the formation of sanitary habits in them. The head of the institution and his assistant teachers are expected to take every reasonable care in emphasizing the importance of punctuality, of politeness, of cleanliness and neatness, they should impress upon pupils the necessity of cheerful obedience to duty, of consideration and respect for other and of honour and truthfulness in work and action.

Cleanliness
& Behavi-
our.

13. (1) All Government educational institutions will observe such hours for opening and closing as are prescribed by the Department. The minimum time of instruction excluding the time devoted to recess should be not less than 5 hours in winter and 4 hours in summer

School or
College
Hours.

(2) In case where more than one shift is run in the building the hours of work shall be fixed in the case of schools by the Inspector concerned and in case of Intermediate colleges by the Deputy Director.

(3) The hours of opening and closing the institutions daily during the year will ordinarily be as follows in single-shift institutions:—

From 16th April to 15th August : 7 to 11·30 A.M.

(primary Schools : 7 to 11 A.M.

From 16th August to 31st. Oct.; 11 to 5 A.M.

From 1st November to 31st January : 10·30 to 4·30 P.M.

From 1st February to 31st March . 11 A.M. to 5 P.M.

Minor changes, if necessary, can be made with the approval of the Inspector in the case of school or the Deputy Director in the case of Intermediate colleges.

(4) In the case of Primary School or Primary Classes in Middle and High School, the working hours mentioned above include games also whereas in other schools or higher classes, games will be played outside these hours.

14. The responsibility of seeing that the nature and amount of home lessons set throughout the institution are suited to the capacities of pupils and the time available to them and that they are properly distributed among the different subject is an important part of the duties of the Head of an institution. He should note down his instructions in the time to see that they are being acted upon.

Home
Lesson.

**Preparation
of Lessons
by Teachers.**

15. Heads of institution are required to see that their assistant teachers adequately prepare to show to the Inspecting Officer-notes of lessons which he proposes to teach during that day together with notes of the previous lessons.

Time-table.

16. A copy of the class time-table showing routine of study for each day shall be displayed in a conspicuous place in each class for the guidance of teacher and pupils. As far as possible teachers of High School classes should have nine free periods and the rest six free periods per week.

17. The Heads of Institutions will normally teach two or three periods daily according to the type and size of the school and will so frame the time-table as to allow adequate time for office work and supervision of the work of his colleagues.

**Provision
for Staff.**

18. In secondary school provision for staff should normally be made on the basis of one teacher for each section of class, excluding the Headmaster and teachers of optional and practical subjects. In Primary schools one teacher should ordinarily be provided for every 30 pupils.

**Admission
and with-
drawal of
Pupils.**

19. The Heads of institutions shall limit admission to any class or section after due consideration of the dimensions of the class-room and the efficiency of teaching. Normally not less than 10 square feet of floor should be provided for each pupil. Number of pupils in classes. I to VIII should not normally exceed 40, but in the case of Middle Classes the number may be extended up to 45 with the permission of the Inspector. For classes beyond class VIII the University regulations shall be followed.

20. Admission to educational institutions shall normally be made in the beginning of the session and students as far as possible shall be presented for admission by the guardians who duly and correctly fill in the prescribed admission forms.

21. Every admission form shall be filed in the school record after its proper disposal under the Headmaster's signature.

22. A candidates' name shall not be written in the class register unless he has been admitted and his name entered in the admission register. Ordinarily a student shall not be permitted to attend the class pending admission.

23. A candidate who has not previously attended any school shall be admitted to a class (not higher than class VI) for which the Headmaster considers him eligible after a proper test. The Headmaster's decision in this respect shall be final.

24. A scholar who has not attended a school for a whole year or the greater part of the year, may, if the head of the institution is satisfied after a proper test, be admitted in the beginning of the session to the class immediately above the one he last read in, in which case the fact should be recorded in the scholar's register. In the same way a scholar absent for two years or the greater part of two years, may in the beginning of the session be allowed to join the class two standards higher and so on, but in no case will a scholar be admitted to a higher class than that for which he holds the scholar's register and the head of the institution is authorised to place him in a lower class if after due examination he considers the scholar fit only to study in a lower class.

25. A student shall not be admitted into another school in the same session in a class higher than that from which he left his previous school unless in his school leaving certificate he is declared to have passed the promotion examination of that class.

26. No student attending any school shall be admitted to another school unless a leaving certificate from his last school is submitted along with the admission form or within a period allowed by the head of the institution. In case of migration from another State such certificates should be duly countersigned by the competent authority of that State.

27. Transfers from one school to another during the currency of session shall be discouraged and the Headmasters concerned are authorised to refuse admission in case such transfers are not justified. A student leaving a school during the session shall not be admitted to another school in the same locality without the special written permission of the Head of the institution, who will mention reasons for such permission.

28. No pupil shall be refused admission to any institution on the ground that he belongs to any particular class, caste or religion.

29. The head of the institution will see that school leaving certificates are issued with the least possible delay on a proper application being made. They must be thoroughly checked and scrutinised before issue.

30. Girls shall be allowed admission to all types of educational institutions meant for boys. Especially the admission of girls to boys' primary schools should be encouraged as a matter of policy.

31. If a student is found to have obtained admission by fraud his name shall be struck off the rolls by the head of the institution and a report made to the higher authority suggesting any further action that is called for.

32. Observance of rules of discipline and good behaviour are conditions essential to a pupil's continuance in an educational institution. In cases of breach of such rules and other types of misbehaviour, the head of the institution is authorised in his discretion to remove the name of any student from the rolls of his school.

33. The name of a pupil shall also be struck off the rolls by the head of the institution on account of:—

- (i) Non payment of fees and other dues for one month after the last date of payment or
- (ii) Continued absence without leave for more than 10 days in Intermediate Colleges and High Schools, 15 days in Middle Schools and 20 days in Primary Schools.

In respect of payment of fees, however, the head of the institution may grant days of grace in deserving cases on application by a student.

Disciplinary
measures
in the case
of Pupils.

34. The following are some standard forms of disciplinary measures that may be adopted in educational institutions:—

- (i) Impositions (extra assignments of mental or physical nature connected with the class or institution work.)
- (ii) Fines.
- (iii) Corporal punishment.
- (iv) Rustication.
- (v) Expulsion.
- (vi) Suspension.

35. The first two of these forms of punishment may be imposed by the class teacher for minor offences in accordance with a set of rules to be framed by the Headmaster.

36. There may be imposition in the case of neglect of work.

37. Fines may generally be imposed in the following cases:—

- (i) Where the guardians of the pupil are partly to blame. For example, in the case of late attendance it is within the power of the guardian to see that their wards leave home in proper time.

- (ii) Where a teacher wishes to attract the notice of the guardian to a particular offence of the pupil ;
- (iii) Where damage has been done by the pupil to school property ;
- (iv) Where a pupil joins late after a vacation, and
- (v) When there is delay in the payment of fees and dues by a pupil.

38. Corporal punishment shall not be inflicted on the students of primary classes. In the case of other pupils it should not be resorted to except in boys' institutions and only in cases of moral delinquencies which do not call for expulsion, such as indecent or serious impertinent behaviour or acts of serious insubordination.

39. When corporal punishment is imposed, care should be taken that it is not vindictive, severe or excessive. It should be inflicted by the Headmaster only.

40. Rustication and expulsion should be resorted to only in cases of grave offences when there is not reasonable prospects of reforming the boy or when his retention in the school is likely to endanger its moral tone or discipline.

41. Expulsion means that the student shall never be readmitted to the school from which he is expelled, but it shall not preclude his admission at any time to another institution with the previous sanction of competent authority. Rustication means that the student shall not be admitted to any institution till the expiry of the period of rustication.

42. Orders for rustication or expulsion can only be passed by the competent authority (see rule 43 below) on the Headmaster's report and in every such case a copy of the order should be forwarded immediately to the parent or guardian of the pupil.

43. The following authorities shall be competent to pass orders of expulsion or rustication:—

Institutions	Competent Authority
Class XI & XII of Inter Colleges.	Principals concerned.
High Schools	Headmasters concerned.
Middle & Primary Schools.	Inspector of Schools or Deputy Inspector of Schools, In-charge District.

44. Orders of rustication will be published in the Rajasthan Gazette.

45. As a rule a teacher should, before he takes any disciplinary action, commence with remonstrance and reasoning and show his disapproval which may in itself suffice to meet the case. A warning will in many cases be found to be sufficient especially if it is accompanied by an entry in the progress register.

Prizes. **46.** Prizes may be given to the students out of the sanctioned budget allotment for proficiency in studies, athletics and co-curricular activities.

Registers. **47.** Every educational institution will maintain such registers and other records as may be prescribed by the Government and the Head of the Institution will be responsible for their proper maintenance.

Scholars' Register. **48.** The following rules will apply to the maintenance of Scholars' registers:

- (a) A scholars' Register will be prepared for every pupil joining a recognised institution of any grade. The Scholars' Register for a particular session must be completed by the beginning of next session either by the Head of the Institution himself or under his superintendence, but the "Conduct and Work" column must always be filled by him.
- (b) Successive numbers must be allotted to pupils on their admission, and each pupil will retain his number through out the whole of his career in the institution. A pupil returning to the institution after absence of any duration will resume his original admission number.
- (c) The Scholars' Register will be bound in volumes of convenient size, each volume containing 100 forms of scholars' register arranged in the serial order of the pupils admission. The register must be preceded by an alphabetical index, a page or as much space as is necessary being allotted to each letter and the margin being cut in the usual way to admit of ready reference to the letter. Against each name in this alphabetical index must be entered in the register the number under which the scholar is entered. The register must be posted regularly.

(d) The Head of the institution will keep copies of the scholars registers brought by pupils from their former institutions along with their applications for admission in a portfolio, arranged for easy reference and grant to each pupil a copy thereof at the time of his leaving the institution. An index must be prefixed to the portfolio showing the name of the pupil whose register is thus received the date of its receipt, the date on which the copy is issued to the pupil or his guardian.

49. Leave of absence may be granted to a pupil only by the Head of the institution on a written application signed or countersigned by the parent or guardian of pupil or by the class teacher in case the Headmaster delegates such powers to him. Absence from the institution without leave may be punished in the Middle and High School classes with a fine of half an anna per day.

50. The decision as to whether the reason for absence is satisfactory or not will lie with the head of the institution. Leave shall not normally be granted with retrospective effect.

51. All educational institutions under public management will observe the uniform schedule of holidays and vacations prescribed by the Department and no departure therefrom shall be permitted except with the special permission of the Director.

52. No special holidays except those prescribed in the aforesaid schedule be allowed. Educational institutions may, however be closed on account of epidemics under medical advice for such periods as the controlling authority may consider necessary.

53. The Heads of all institutions other than those affiliated to the University must particularly see that every educational institution works for atleast 200 days in a year and they may put up proposals for the reduction of holidays and vacations in case it is likely that the working days will fall short of this minimum period.

54. All Educational institutions will hold tests and examinations and promote pupils from class to class in accordance with the rules laid down in the chapter on "Examination and Promotions". Government are, however, in favour of encouraging experiments in the matter of tests and examinations or other methods of assessing the pupils progress, and institutions can adopt different Schemes of assessment with the approval of the Department.

55. All educational institutions under public management will levy such fees as are prescribed by the Government. The Heads of the institutions concerned are responsible for the collection of monthly fees before the 15th of the month and remit them

to the Treasury by the 22nd of the month. Fees fixed on terminal or yearly basis must be collected before the dates prescribed for such collections. Any student who does not pay the prescribed fees within a month of the last date fixed for collection shall have his name struck off the rolls. A fine of one anna per day be imposed for non-payment of fees and other dues after the fixed date for such payment.

56. The Heads of institutions are permitted to allow the required percentage of freeships and half freeships to deserving students. They will have a set of rules in consultation with the Staff Council drawn up for this purpose to ensure that this concession goes only to the poor and deserving students.

57. A freeship may be granted to deserving and poor students in accordance with Government Rules. The Head of an institution can split up any number of free scholarships into half freeships in the interest of the students. The percentage of freeships and half freeships in institutions under private management shall not be less than those sanctioned in Government institutions of similar standard. If a modification of these concessions is required, approval of the Department for the same must be obtained.

58. In institutions under private management the rates of fees will be left normally to the discretion of the managing bodies but they will not be allowed to compete with Government or other aided institutions in the same locality by unduly lowering the fees.

The Director in case of intermediate colleges and the Deputy Director in the case of the rest will see that the schedule of fees in these institutions is not unduly low or high and in case they are unduly low or high, these officers will issue instructions to the institutions concerned suitably to alter them and the institution concerned shall comply with such instructions unless they are modified on appeal by the next higher authority.

59. On all matters not covered by the above rules the heads of institutions will use their own discretion and make reference to higher officers as and when necessary.

60. All circulars, orders and notifications necessary for efficient running of the institution received from the Department or the Government must be strictly followed and the Heads of the institutions concerned will be responsible for their observance by the staff and students under them.

61. Besides rules and regulations prescribed by the Government for the conduct of its employees, the Department will issue separate rules for the guidance and observance of teachers and employees under it in matters of private tuitions, permission to take public examinations privately and such other matters,

CHAPTER VII.

FEES AND FUNDS.

NOTE:—This Chapter applies only to institutions under Government management.

1. Fees and funds shall be charged from students of various classes in the institutions under Government management at such rates as the Government may determine from time to time. The present rates of fees are shown at Appendix IX.

2. (1) The administration of all the funds in such institutions shall vest in the Head of the institution who shall be assisted and advised by a committee to be called as the Student's Funds Finance Committee; it shall consist of the Head of the institution as ex-officio chairman and secretaries of the Students' Committees which control the various activities for which the funds exist or the Union Executive of the institution if there be any. One member of the staff shall be nominated by the Head of the institution to be the Secretary of this Committee.

This Committee shall :—

- (i) decide applications for exemption from payment of fees for the funds, subject to limit of 10 percent of the students in each class or any other limit as the Director may prescribe,
 - (ii) discuss and pass budgets framed by the committees controlling the various activities.
 - (iii) frame rules defining the power of expenditure to be exercised by the various committees, subject to the approval of the Head of the institution.
 - (iv) re-appropriate funds from one fund to another in cases of special necessity,
 - (v) deal with all other matters relating to the proper utilisation of the funds.
- (2) Regular annual budget shall be prepared for each fund.
- (3) The funds shall be utilised on the following subjects :—
- (a) *Examination Funds:—*
Conduct of home examination held by an institution.
 - (b) *Reading Room Fund:—*
(i) Subscription of news papers and magazines for the Reading room.

- (ii) purchase of books required in the interest of students.
 - (iii) Binding charges of magazines.
 - (iv) Other contingent expenditure in connection with the reading room.
- (c) *Games Fund*:—
- (i) Payment of entry fee of the teams in matches or local tournaments.
 - (ii) Refreshments for players or invited teams in connection with matches or tournaments as in (i)
 - (iii) Arrangement in connection with practice matches and tournaments e. g. printing of invitations, programmes, etc.
 - (iv) Special Prizes or badges for proficiency in games and sports.
 - (v) Allowance or reward to subordinate staff for extra work in connection with games and sports sanctioned by the finance committee.
 - (vi) Repairs to games material.
 - (vii) Other contingent expenditure on games and sports not chargeable to the departmental budget.
- (d) *Magazine Fund*:—
- (i) Preparation of press copies of articles.
 - (ii) Costs of blocks, etc.
 - (iii) Stationery and other contingent expenditure required for office work of the Magazine Committee.
 - (iv) Printing of Magazine.
- (e) *Social Gathering Fund*:—
- (i) Expenditure on the celebration of festivals, holding of social gatherings, etc. and other activities calculated to foster healthy social and cultural life.
- (f) *Union Fee Fund*:—
- (i) Stationery and other contingent expenditure for Union office.
 - (ii) Expenditure in connection with functions and sessions of the Union.
 - (iii) Any expenditure passed by the Union and its executive and approved by the Headmaster in the interest of the students.

(g) College Hostel Common Room Fee Fund:—

- (i) News papers and Magazines.
- (ii) In-door games.
- (iii) Tournaments (Hostel and other social and cultural activities of the hostel).

(4) Besides the above funds, the Head of the institutions may also organise the following funds and associations:—

- (i) Students Aid Fund.
- (ii) Dramatic Association.
- (iii) Sahitya Samaj.
- (iv) Other Academic and Cultural Associations.

3. The organisation and administration of the Students' Aid fund mentioned in the last rule shall be made as follows:—

- (i) This fund shall be financed by raising donations and subscriptions from the students and other persons on a voluntary basis.
- (ii) No allowance of any kind shall be given or any payment made except to deserving students from this fund.

NOTE :—A deserving student is a student who requires financial help and deserves such help on account of his pecuniary condition and merit.

- (iii) Accurate account of the money received and payment made shall be kept in the office of the institution.
- (iv) No payment shall be made except under the written authorisation of the Head of the Institution and receipts shall be taken for all payments made and receipt given for all payments received. A printed numbered receipt book should be used for the money received.
- (v) In colleges, enquiries into the suitability of making grants to deserving students shall be made by a senior teacher to be nominated by the Head of the Institution with the assistance of the student who shall each year be elected as Secretary of the Committee of this fund by the student body. In Schools there shall be a member of the staff nominated by the Head of the institution to assist in such enquiries. In case of institutions in big cities or towns the Head of the the institution may nominate more senior members to assist in this respect.
- (vi) Aid to deserving boys shall be given generally in the form of books. Aid in cash shall be given in very special cases.

4. The following instructions should be followed in respect of the organisation, administration, and finance of the association mentioned at Nos. (i) (ii) in sub-rule (4) of the last but one rule:-

- (i) Funds may be raised by way of subscription, monthly or annual, from the members of such associations and as income received out of display of variety shows, dramatic performances, symposiums arranged by the students for raising the funds for these associations.
 - (ii) Generally, the following shall be the office bearers of the associations :—
 1. Chairman.
 2. Vice-Chairman.
 3. Secretary.
 4. Treasurer.
 5. Five members of the Executive Committee.
 - (iii) All the activities of these associations shall be under the general supervision of Head of the institution whose approval shall invariably be required for all the activities done under the auspices of the association.
5. The following are the rules in regard to the maintenance of accounts, etc., of the funds :--
- (1) The fines levied for absence from games and sports or indiscipline on the play-ground shall be credited to the Games Fund.
 - (2) Official numbered receipts in the prescribed form shall be issued for all sums received for credit to the funds.
 - (3) The receipts will be credited to their respective funds that is Games Fund, Reading-Room Fund, Examination Funds etc.
 - (4) Money relating to the funds (excluding funds of associations) shall be deposited,
 - (i) in the post office Savings Bank Account or
 - (ii) in any bank approved by the Head of the institution in an account to be opened in the name of the Institution or
 - (iii) in the school or college office under the special responsibility of the Head of the Institution.
 - (5) Accounts of the funds (including stock accounts) shall be maintained at the school or college office in accordance with the Government rules for the maintenance of public accounts. They shall be liable to be inspected by the officers of the Department and of the Accounts Office.
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CHAPTER VIII.

Examination and Promotion Rules

NOTE:—The examinations and promotions of all the classes shall be governed in accordance with the following rules. The annual examinations of the classes for which Departmental Examinations are held shall be governed by the rules of such examinations.

1. At least five class tests shall be held in each subject every year at regular intervals in classes III to XII and a record will be maintained by the Heads of Institution class-wise and school-wise.

2. There shall be two examinations in a session, one sometime in December and the other to be called the annual examination, after the 15th April every year. The result shall be declared before the institutions closed for the summer vacation.

3. No scholar may be allowed to sit for the annual examination of classes III to VIII and IX and XI or IX and X in the case of Higher Secondary Schools who :—

(a) has not put 90% of the total attendance during the period his name was on rolls of the institution in the School year from the date of first admission to the class exclusive of the leave granted on medical or other legitimate grounds.

(b) has not appeared in atleast 60% of the class test held during the time he has been on roll in the year. For example, if 5 tests have been held in the year he must have appeared atleast in 3 of them.

4. All question papers will be printed or cyclostyled except when the number of candidates does not exceed 20. In the latter case papers will be cyclostyled or copied in carbon or prepared in manuscript.

5. (a) For the half yearly examination 2 days preparation leave may be given in addition to the connected Sundays and gazetted holidays to classes III to XII.

(b) For the annual examination preparation leave may be given for 2 days to classes III to VIII, 7 days to class IX or X of Higher Secondary schools and two weeks to classes XI of Intermediate College in addition to connected Sundays and gazetted holidays.

NOTE:—Preparation leave for annual examinations to classes X & XII will be governed by University regulations.

6. Promotions from class to class shall be made according to the following rules except when the Department has exempted an institution carrying on experiments in education from all or any of these provisions in favour of an alternative system of assessment approved by the Department: —

(a) Promotions of students shall be determined by the results of the periodical tests, half-yearly and annual examinations, added together as follows:—

(i) Each subject will be allotted 200 marks of which 60 marks *i. e.* 30% will be allotted to the five periodical tests, another 60 to the half-yearly examination and the remaining 80 to the annual examination.

(ii) No students shall be promoted until he has satisfactorily completed at least 80% of the assignments in written work given to class. Provided that if a student has done satisfactorily enough in the examinations and tests to deserve promotion but has not completed written work satisfactorily he shall be allowed to complete it during summer vacation and if he is able to do so satisfactorily, his promotion shall be made on the reopening of the school after the vacation.

(iii) A student's failure to reach the required minimum standard in practical subjects like music, nature-study and art due to lack of aptitude shall not be taken into account for promotion if he has participated in them regularly.

(iv) The rank of a student shall also be determined by the addition of the total of the five periodical tests, the half yearly examination and the annual examination in the same proportion as provided in the case of promotion.

(b) The minimum number of marks required by a scholar to pass in each individual subject and the aggregate shall be 40%.

(c) (i) Scholars securing 75% or more marks in any subject shall be allowed "Distinction" in that subject.

- (ii) Scholars securing 60 % or more marks in the aggregate shall be placed in the first Division.
 - (iii) Scholars securing 50% or more marks in the aggregate shall be placed in the second Division.
 - (iv) Scholars securing 40 % or more marks shall be placed in the Third Division.
 - (v) Scholars passing by grace marks shall be placed in Third Division.
- (d) (i) When a scholar fails to secure the minimum pass marks in one subject he shall be given grace to the extent of 5 % in that subject, provided he obtains in the aggregate as many marks more than the minimum pass marks.
- (ii) When a scholar fails to secure the minimum pass marks in two subjects he shall be given grace marks to the extent of 3 % in one and 2% in the other provided he obtains in the aggregate as many marks more than the minimum pass marks.
- (e) If a scholar is unable to appear at the half yearly or the annual examination owing to serious illness and if the head of the institution is satisfied about that fact, his promotion shall be determined on the basis of the marks secured in the other tests and examinations. His absence from any test or examination except as stipulated above shall be to his disadvantage.

7. Results sheets should be submitted to the immediate officer for information and perusal immediately after the declaration of the results.

CHAPTER IX.

Training Institution.Classifi-
cation.

1. Teachers Training Institutions in the State are classified as follows according to nature and grade of education imparted therein:—

(a) M. ED.

(b) Degree in Education B. ED. for Graduates

(c) Diploma in Education Basic S. T. C. for Matriculates and Intermediates.

Courses of
Training

2. All the courses for teacher's training mentioned above cover one academic session followed by an award of degree or diploma as the case may be on a successful completion of the prescribed course in theory and practice of education.

3. The courses of training for the M. Ed. and B. Ed. degrees are under the academic control of the University while that for S. T. C. (Basic) is prescribed by the Department.

Selection.

4. Selection for various types of trainings are made by the Director, the Deputy Director and the Inspector of Schools according to prescribed rules and orders. Ordinarily no one under 20 years or over 35 years of age will be deputed for training; preference will be given to those with approved teaching experience if they are otherwise suitable. A relaxation of five years may be done by the Department in the case of M Ed. training in cases in which the Department is satisfied that the candidate is likely, to benefit by the training.

5. The Director of Education will decide the number of candidates to be trained each year at a particular training institution. He will also decide and sanction the quota of trainees to be deputed to these institutions from each Inspectorate, Range and private institutions before the 31st of March every year.

6. Seniority shall be reckoned on the basis of official seniority list of the Department. For the B. Ed. training, teachers in the graduate grade (Confirmed) will be deputed in accordance with their seniority. For the Basic S. T. C. Training the deputation of teachers will be in accordance with instructions issued by the Director every year. If the Director considers that a person should be selected for training as a special case, the case shall be submitted by him to the Government for approval.

7. Besides selection of teachers from Government institutions provision will also be made for the training of teachers from recognized schools under private management and for private candidates. Managers of schools who are desirous of securing such training for the members of their staff and the private candidates should apply to the Inspector concerned in February for the session commencing next July.

8 Recognised institutions under private management shall give to their candidates sent for training the same facilities by way of emoluments, etc. as are given by the Government to their teachers under training.

9. All teachers selected for training are expected to present themselves at the training institution on the day on which the session commences. Admission after this date will be permitted only if previous permission from competent authority has been obtained for joining late. No. one will be allowed to join if more than a month has elapsed from the commencement of the session.

10. It shall be obligatory for teachers selected for training to join the same. Refusal to do so will make the teacher liable to be discharged from service or to such punishment as the selecting authority may determine.

11. All selections for training courses shall be completed well before the end of the academic session preceding the session in which the teacher concerned is to be trained so that the candidates should know before the institutions close for the summer vacation that they have to go for training next session.

12. All teachers from Government institutions and under public management who are not confirmed in their appointment will, in the event of their selection for training, be required to produce a medical certificate of fitness in the prescribed form before they can be permitted to join the training.

13. A teacher deputed from institution under public management will usually receive a stipend equivalent to his salary during the period of his training and such stipendary candidate shall be required to execute before admission an agreement with surities as prescribed, in the prescribed form to the effect:—

- (a) That during the course of training he shall abide by the rules and regulations of the training institution to which he is deputed and prosecute the prescribed

course of studies with diligence, zeal and regularity in order to pass the prescribed examination and qualify for the professional certificate. It shall be obligatory upon him to serve the Department for three years after training without claim for better emoluments than that he was receiving at the time of training.

- (b) That while under-going training he shall not prepare for any other examination or prosecute any other course of studies.
- (c) That after completion of the training course he shall serve without any plea or excuse in any post in the education Department to which he is appointed for a term of three years.
- (d) That he shall not claim as a right a post of higher rank on the ground of his having been trained.
- (e) That if during the course of training or after the completion of the course and within the prescribed term of compulsory service he leaves the department of his own accord or is required for some other fault on his part to leave it, he shall in all these cases, refund to Government the amount of stipend that he may have received in full or in proportion to the unserved part of the three years' obligatory period of service.

14. A pupil-teacher who is ordered to leave the training institution on grounds of misconduct or for continuous absence without leave shall be required to repay all the stipend that he may have drawn.

15. Pupil teachers are liable to be expelled in cases of misconduct or continuous absence without leave by the head of a training institution, provided that in the case of Government employees previous approval of the selecting authority is obtained and provided further that in case of training institutions affiliated to the university, heads of the institutions shall exercise such powers of expulsion as are assigned to them under the rules of the University.

16. The amount due to Government in the agreement, shall be recoverable as Government dues.

17. In all training institutions, residence in the hostel is obligatory and except in special cases and with the previous permission of the head of the institution for reasons to be recorded, permission to reside outside will not be given.

18. No tuition fee shall be charged by training institutions under public management from Government employees deputed by the Department. Private candidates and those from private institutions will have to pay such fees as may be prescribed by the Government. All candidates including Government managed institutions shall pay the prescribed fee unless exempted from the same under the rules of the institution.

19. Tuition fee for candidates deputed by Government to institution under private management shall be paid by the Government.

20. Pupil-teachers leave during the period of training will be entitled to 15 days casual leave; on half pay on medical grounds may be granted to a pupil-teacher but the aggregate leave including the casual leave shall not exceed thirty days during the training period, provided that in exceptional cases of serious illness a further period of 15 days may be allowed. In case of absence beyond this period, a pupil-teacher shall be discharged from the training institution.

21. All leave to the pupil teachers will be sanctioned by the Heads of their training institutions.

22. If any pupil-teacher absents himself without leave for a week or more, his name will be struck off the rolls of the institution and such a student will not be readmitted except with the sanction of the officer who selected him for training. Absence without leave for any period whatsoever will entail forfeiture of stipend due for that period.

23. The time spent in the training institution by teachers from Government institutions will count as service and will be taken into account for determining increments that may be due in their pay on the completion of training.

24. Teachers deputed from Government institutions will be entitled to receive T. A. according to rules for the journey from their school to the training institution and for their way back to their school of posting on successful completion of the training. In case they are not relieved from the training school in time to join their school of posting before the vacation begins they may not proceed direct to their school of posting but they will, be entitled to receive T. A. from the training school to their school of posting only.

25. The Head of the institution will be competent to fine any pupil teacher upto Rs. 2/- for breach of discipline. If the punishment is for misconduct, the fact shall be recorded in his or her Service Book provided that nothing in this article will affect power vested in the Head of the institution by the University Rules.

26. Government training institutions shall observe the same schedule of holidays as is prescribed for other institutions under the department.

27. Hostel and other fees as perscribed shall be charged from all the pupil-teachers.

28. Women candidates who have babies to look after or are likely to require maternity leave during the course of training shall not be eligible for training.

29. *Collaboration of schools with Training schools.*

(a) With a view to ensure proper functioning of model school in the matter of tuitional work on the principles of education and methods of teaching as are expounded in the Training Institutions and also to have an adequate collaboration between them and provide a healthy impact of one upon the other,, it is laid down that:-

(i) the academic control over the Model schools will be exercised by the Head of the Training Institution concerned ;

(ii) the Heads of the Model schools will frame the time table of their schools, introduce changes in the same, modify and change hours of work, organize their extra-curricular activities in collaboration with the Heads of Training Institutions ;

(iii) they will provide all other facilities to the Heads of Training Institutions and their pupil teachers in the matter of carrying out their practice-teaching adequately and satisfactorily;

(iv) the Head of the Training school concerned will sanction casual leave to the Head of the Model school attached to it ;

- (v) the staff of the Training schools and their pupil teachers and the Model schools will participate actively in the extra-curricular activities of either.
- (b) Corporate life being an essential part of Training Institutions, greatest possible stress should be laid upon the organization of extra-curricular activities and the active participation in them by each and every pupil teacher and members of the staff. In order to ensure this :—
1. Proper records of such participation and work done regarding each pupil teacher should be maintained in Training Institutions with the periodical remarks of the supervising teachers on the progress or otherwise of the pupil teachers.
 2. In the beginning of a session ratings and assessment of each pupil teacher in the matter of the traits of his character, habits, tastes, hobbies, temperament, likes and dislikes and general conduct should be made under the collaborated efforts and supervision of their staff. During the course of the session, further observations should be made and recorded about any improvement, development and changes which have taken place in the case of each pupil teacher. At the close of the session the ratings and assessment should be revised and final remarks be made in the record.
 3. While laying emphasis and providing scope for all sorts of extra-curricular activities special provision should be made for work and training of pupil teachers in the following.
 - (i) Scouting.
 - (ii) First Aid and Red Cross work.
 - (iii) Physical Drill and Gymnastics.
 - (iv) Social service, Village survey and uplift-work.
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CHAPTER X.

HOSTELS.

NOTE :—Rules 1 and 3 of this chapter apply only to institutions under public management.

Opening of Hostels.

1. The Department will wherever practicable make suitable provision for hostels for institutions under public management wherever there is a demand for the same with the object of affording educational facilities to students who do not have their homes at places where educational institutions are located.

2. As a general Principle of policy hostels will generally be attached to the following educational institutions :—

- (1) Colleges.
- (2) Multipurpose, Higher Secondary and High Schools.
- (3) Middle Schools.
- (4) Training Schools.
- (5) Special Schools.

Buildings.

3. Where Government buildings are not available hostels may be housed in a rented building. In such case a suitable building should be selected taking into consideration the distance from institution, locality and convenience.

Condition of Residence.

4. All pupils are required to reside under one or other of the following conditions, unless exempted by the Head of the institution.

- (a) with parents.
- (b) with approved guardians.
- (c) in a hostel approved by the Department.

Pupils not living under one of these conditions shall be liable to removal from the institution attended and the cause of such removal will be notified in the Scholar Register.

Management and supervision

5. The Head of the institution is responsible for the management of the hostel or hostels and is not relieved from his responsibility by the appointment of a Superintendent or Superintendents.

6. Each separate hostel shall be under the immediate charge of a resident Superintendent, who shall be a member of the staff of the institution to which the hostel is attached. If the number of boarders in average attendance in a single hostel exceeds 60, an Assistant Superintendent should also be appointed from among the assistant teachers.

7. The Hostel Superintendent shall be appointed by the Head of the institution normally for a period of two years and in exceptional cases for three years.

8. The general duty of the Superintendent, under the direction of the Head of the institution, is to act as guardian of the boys entrusted to his care, to live with and control them, to supervise their work and their amusements, to order their household arrangements, and to do all he can for their happiness and their physical, moral and mental well-being. Without prejudice to this general duty, the following duties are particularly assigned to the Superintendent:—

- (a) To be immediately responsible for the maintenance of discipline and morals among the boarders.
- (b) To enforce obedience to the hostel rules and to bring to the notice of the Head of the institution without delay any moral delinquencies or breaches of discipline which he is not himself empowered to deal with.
- (c) To maintain proper registers and records prescribed by the Department.
- (d) To be responsible for the realization of all hostel dues and to maintain an account of all receipts and expenditure.
- (e) To inform each boarder of the payments due from him each month and to issue receipts for all payments made by boarders.
- (f) To report all cases of illness and disease and generally, to act as an intermediary between the boarders and the medical officer of the hostel.
- (g) To supervise the mess-arrangements of the boarders.
- (h) To control class IV staff of the hostel and to satisfy himself that kitchens, dining-rooms, living rooms, latrines, etc. are kept in a thoroughly sanitary condition.
- (i) To supervise the study of the boarders during the prescribed periods.
- (j) To share, as far as possible, in the hostel games of the boarders and control their conduct on the hostel playgrounds.
- (k) To perform such other duties as may be assigned to him by the Head of the institution.
- (l) To arrange with the co-operation of the boarders, cultural, athletic and recreational activities such as tournaments, celebration of national festivals, etc.

Note:—In a hostel which has also an Assistant Superintendent, the Assistant Superintendent shall help the Superintendent in the performance of duties assigned to him.

Medical
Attendance.

9. Provision shall be made for regular medical attendance. Wherever possible a suitably-located and well ventilated room should be made available as sick-room for the use of patients.

10. There should, if possible, be a common room in every hostel where periodicals and newspapers may be placed.

Admissions.

11. Pupils shall be admitted to a hostel only with the permission of the Head of the institution and not otherwise. The Head of an institution may refuse admission to any applicant without assigning reasons.

12. No pupil shall be admitted to a hostel unless he has been vaccinated against small-pox and is a pupil of a recognised institution. In the case of a hostel attached to a single college or school, no one shall be admitted unless he is a pupil of that particular institution.

Rules and
Regulations.

13. A set of detailed rules for the conduct of the hostels providing for the following matters, shall be drawn up by the Head of the institution concerned:—

- (a) The regulation of messes ;
- (b) the allotment of accommodation,
- (c) the bounds beyond which the boarders may not go without permission,
- (d) the condition on which boarders may be permitted to go out of bounds or to go on leave, or to withdraw from the hostel,
- (e) the hours for private study, for rising in the morning and retiring at night, and for recreation,
- (f) The timings when the roll shall be called in the morning and the evening.
- (g) the admission of visitors to the boarders.
- (h) The participation of boarders in outdoor games and physical exercises.
- (i) the payment of the hostel dues and fines.
- (j) the punishments to be awarded for breaches of rules and
- (k) any other matter which in the opinion of the Head of the institution shall be determined by rules.

These rules shall be displayed at a conspicuous place in the hostel, and shall be shown to the Inspecting officer at the time of his annual visit.

The order of the Head of the institution in all specific cases of hostel discipline shall be final.

14. Private hostels not attached to Government or recognised institutions should be got approved by the Department before students from recognised institutions can be permitted to reside in them. They will be open to inspection by Departmental officers and will abide by such directions as may be issued by the Department.

15. Necessary particulars of requirements of hostel buildings are given in the chapter on buildings.

16. No private servant shall be permitted to attend upon boarders.

17. Guests shall not be permitted to stay in the rooms of boarders. They can be allowed to stay in the guest-room, if provided.

18. Boarders shall not get their clothes washed by hostel servants.

CHAPTER XI.

LIBRARIES.

Classifi-
cation.

1. The libraries under the Department are classified into two main divisions:—

(a) Institutional libraries—Libraries forming part of a regular institution.

(b) Public Libraries started for the benefit of the public.

A. Institutional libraries.

2. All educational institutions should have suitable libraries attached to them.

Aims and
Objects.

3. Libraries attached to such educational institutions aim at the inculcation and encouragement of the habit of reading amongst students and members of the staff. They shall contain reference books, text-books and books of general interest in addition to technical and professional literature necessary for the institutions.

Funds.

4. The Department may provide a suitable grant for such libraries in addition to the income from library and reading-room fees.

Control.

5. The Head of the institution shall have control over such a library and shall be responsible for its efficient organisation and maintenance.

6. Where a whole-time librarian is not provided, a member of the teaching staff shall be appointed librarian and shall be responsible under the Head of the institution for the administration of the library and for the safe custody of books. He will be allowed proportionate reduction in the teaching work in lieu of the time devoted to the library.

7. A library shall ordinarily be divided into three sections:—

(a) General and reference section containing general and reference books meant for teachers.

(b) Students section containing books to be issued to students for reading at home.

(c) Text-books section.

8. As far as possible provision should also be made for a reading-room containing papers and periodicals of literary and general interest and such as will provide healthy reading for the pupils and exercise a wholesome influence upon their character.

**Reading
Room.**

9. These newspapers and periodicals shall be selected from the list approved by the Government. Previous sanction of the controlling officer will have to be obtained in case it is proposed to subscribe any news-paper or periodical not on the approved list. Ordinarily not more than 25% of the total grant should be sent for the purchase of news-papers and periodicals.

10. Every book added to the library, whether by purchase or otherwise, shall at once be entered by the librarian on the catalogue, in the appropriate section with the date of its receipt and the serial number assigned to it, besides pasting inside and on the front cover of the book a label setting forth the name of the institution and the above particulars, the librarian should stamp several of the pages of the book at intervals with the stamp of the institution before it is issued or used.

Accession.

11. Separate Issue Registers for teachers and pupils shall be kept containing columns for the name of the book issued, for the dates of issue and return, for the signatures of the borrower and the Librarian, and for remarks upon the condition of the book when received back. In order to encourage the habit of reading in the pupils a scholar-wise issue register should be maintained in atleast the High and Intermediate sections.

Issue.

12. As a rule not more than five books will be issued at a time to a member of the staff in addition to text books and necessary help books and not more than one book to a student up to class VIII and not more than two books in the High School and Intermediate classes, provided that a larger number of books are permitted to be issued by the Head of the institution in cases where the same be found necessary in the interest of the academic efficiency of the institution.

13. Such books except text-books should be returned to the Librarian within 14 days of the date of issue. No new books shall be issued until the books previously borrowed have been returned.

14. The Librarian should report immediately to the head of the institution cases of non-return of books within the prescribed period or where they have been lost or spoiled. In such cases, the Head of the institution shall serve a notice on the person

concerned asking him for the replacement of the books lost or spoiled or to deposit their cost within one month of the date of such notice. Failing compliance, the head of the institution is authorised to deduct the amount from the salary of the defaulter if he is a member of the staff. In cases of students they should be required to make these payments like other school fees with a similar penalty in case of non-payment.

15. Course books will be issued to the respective class-teachers in the beginning of the year and should be returned to the Librarian before the Summer vacation.

16. Heads of institutions should frame rules for issue of books to the members of the staff and students and for keeping the libraries open during vacation whenever possible.

Timings.

17. The Head of the institution shall lay down suitable rules for the proper management of the library and shall fix the hours during which the librarian shall be present and the library kept open for the reading, issue and return of books.

Registers & Records.

18. Under the supervision of the Head of the institution the librarian shall be responsible for the proper maintenance of library catalogue of books, stock and issue registers and other records prescribed by the Department.

19. The Heads of institutions are also responsible for seeing that the library contains no books or periodicals of an undesirable nature. Purchase of books should ordinarily be made from lists approved by the Department.

Stock taking

20. Towards the close of each year, on a date to be fixed by the Head of the Institution, all books should be called in for a time, in order that the library may be compared with the catalogue, losses discovered, and necessary binding and other repairs carried out. After the work of checking the library is finished the Head of the institution should certify in the issue registers after the last entries, if no books have been found missing or useless, that the library is in good order; but if any books are not forthcoming or are useless he should notify the fact in the issue registers and report the matter to the competent authority for orders.

(b) public Libraries:—

21. There are the following types of public Libraries run by the Government:—

- (i) Central library.
- (ii) Regional libraries with mobile services.
- (iii) District and Tehsil libraries.
- (iv) Village Libraries.

Central & Regional libraries.

22. These libraries are governed by rules issued separately.

District & Tehsil libraries.

23. These Libraries shall be the special charge of the Social Education Officer under the Director of Education.

24. Rules regarding the working hours of the different libraries, issue of books, deposit money, membership subscription, etc. shall be as sanctioned by the Director on the recommendation of the Social Education Officer.

Other libraries and reading-rooms.

25. The Village libraries shall be directly administered by the Social Education Officer; rules for these libraries shall be as sanctioned by the Director on the recommendation of the Social Education Officer.

26. The Reading-rooms shall be administered by the Social Education Officer through the Social Education Organisers, rules for these Reading-rooms shall be as sanctioned by the Social Education Officer on the recommendation of the Social Education Organiser.

Aided libraries.

27. Government grants aid to the libraries that fulfil the following conditions:—

- (i) the library is under proper management.
 - (ii) has fairly adequate accommodation for small reading groups.
 - (iii) has a good collections of books.
 - (iv) maintains accounts that are properly kept and audited.
 - (v) is open to public without any discrimination of caste or creed.
-

Common Constitution for the Government Public Libraries in Rajasthan.

1. The Library Service in Rajasthan is under the administrative control of the Director of Education, Government of Rajasthan, Bikaner. The various libraries in the State at Divisional, District, and Tehsil levels will have general managing committees of 11,7,7, members respectively as laid down hereunder. The Committees at various levels will henceforth be called as:—

(a) Divisional Library Committees

(b) District " "

(c) Tehsil " "

(a) *Divisional Library Committees.*

(i) Commissioner of the Division shall be Chairman.

(ii) Collector of the Divisional Headquarters District will be the Vice Chairman.

(iii) Three ex-office members will be (a) Highest educational authority (administrative) posted at the headquarters of the library (This will generally be the Deputy D.E.) (b) Principal of the local Government College of the highest standard. In case there are two Government Colleges of the same standard, the Principal of the Arts College, (c) Divisional Social Education Organiser.

(iv) Three members nominated by the Committee from among the subscribers of the library.

(v) Two nominated representatives from the Municipal Council, who should themselves be members of the Municipal Council.

(vi) The Librarian as ex-officio secretary.

(b) *District Library Committee:—*

(i) Collector of the District as Chairman.

(ii) Highest educational authority (administrative) posted at the headquarters of the library, (b) Principal or Headmaster of the local Government educational institution

of the highest standard at the headquarters of the library.

- (iii) One nominated representative from the local Municipal Board who himself may be a member of the Board. In case there is no Municipal Board, then one nominated representative of the Panchayat.
- (iv) Two members nominated by the Committee from among the subscribers of the library.
- (v) Librarian of the District library as ex-office Secretary.

(c) *Tehsil Library Committee:—*

- (i) Tehsildar as Chairman (where S.D.O. or B.D.O. is posted at the Tehsil headquarters, he will be the Chairman).
- (ii) Headmaster of the Government institution of the highest standard at the headquarters of the Tehsil.
- (iii) Sarpanch of the Tehsil Panchayat Board.
- (iv) One member nominated by the Municipal Board, if any, from its members, or in case there is no Municipal Board, a representative of the Panchayat Board from its members.
- (v) Two members nominated by the Committee from the subscribers of the library.
- (vi) Librarian as ex-office. Secretary.

2. The members of these Committees will hold office for a period of two years unless disqualified. A nominated member can be re-nominated for any number of terms.

3. Members of the Committees wishing to resign should intimate the fact to the Chairman, who shall take steps to fill up the vacancy by the election or otherwise as the rules provide.

4. Non-attendance at three consecutive meeting without valid reasons shall be regarded as tantamount to resignation.

5. (a) *The Ordinary business of the library Committee will be:—*

- (i) to consider and approve the annual budget for submission to the D.E.

- (ii) to select books, magazines, newspapers for the library.
- (iii) to dispose of subscribers 'and visitors' suggestions and complaints.
- (iv) to accept or reject offers of books and journals for permanent or temporary use in the library.
- (v) to formulate and suggest measures for the general improvement and extension of the library.
- (vi) to issue with the approval of the Director of Education an annual report on the working of the institution.
- (vii) to exercise general superintendence over all the affairs of the library.
- (viii) to accept endowments.
- (ix) to appoint when necessary a Sub-Committee of its members for a specific purpose.

The Committee shall carry out any instructions issued to them from time to time by the Director of Education for the benefit of the library.

6. The Committee shall meet once in every quarter, matters of minor importance being decided from time to time on the report of the Secretary by circulation.

7. Generally a week's notice of each meeting shall be given to the member of the Committee.

8. An extra ordinary meeting may be convened at any time on the motion of the Chairman, or on the written requisition of not less than five members of the Committee, who shall state in writing the business for which they wish the meeting to be held.

9. The meeting to consider the annual report of the previous year shall be held in April and the meeting to consider the budget proposals for the following year shall be held in or about the last week of August. Any other business may also be discussed.

10. Four members shall form a quorum. If there be no quorum within 15 minutes after the time appointed for the meeting it shall stand adjourned to a specified date, and at the adjourned meeting the business may be disposed without a quorum.

11. The Chairman or in his absence the Vice-Chairman shall preside over the meeting of the committee. In the absence of both of them the members present shall elect one from among them to preside.

12. All questions before a meeting shall be determined by a majority of votes and when votes are equal the Chairman shall have a second or casting vote.

13. Any member wishing to bring up a proposition for consideration by the Committee shall give the Secretary at least ten days previous notice thereof in writing.

14. The proceedings of the meeting shall be recorded in a book kept for the purpose and shall be confirmed at the next meeting.

15. Urgent matters may be disposed of by the Chairman when there is no time to convene a special meeting, and the matter shall be laid before the Committee at the earliest opportunity.

16. The Chairman shall be responsible for the general supervision of the library, and for carrying out the resolutions of the committee and shall be the channel of the communication with the Director of Education.

17. The Librarian as secretary shall convene meetings of the Committee and the sub-committee and shall carry on all executive work.

18. The Executive Committee shall appoint a sub-Committee to advise it in the selection of books, newspapers and magazines.

19. The sub-committee shall consist of a convener and persons nominated by the committee for 2 years. The Librarian shall be ex-officio Secretary of the sub-Committee.

LIBRARY RULES.

Hours of Opening.

1. Divisional Libraries (including District library Kotah) shall remain open for twelve hours daily (Summer 8 A.M. to 8 P.M. Winter 8-30 to 7-00 P.M.).

2. District Libraries shall remain open for eight hours daily (Summer 7-00 A.M. to 11-00 A.M. and 5-00 P.M. to 9 P.M. Winter 8-00 A.M. to 12 NOON and 4 P.M. to 8-00 P.M.)

3. The deposit Centres under Mobile Library Service shall remain open for 2 hours (Summer 5-00 P.M. to 7-00 P.M. and Winter 4-00 P.M. to 6-00 P.M.)

4. On Sundays and Gazetted holidays Divisional and Districts Libraries shall remain open for two hours in the morning (Summer 8 A.M. to 10 A.M. Winter 9 A.M. to 11 A.M.) The Mobile Deposit Libraries shall work as usual on Sundays and Gazetted holidays.

5. The days to be observed as full holidays shall be as under :—

(a) Dusera	. 1
(b) Diwali	. 1
(c) Holi	. 1
(d) Rajasthan Day	. 1
(e) Republic Day	. 1
(f) Independence Day	. 1
(g) Gandhi Jayanti Day	. 1

MEMBERSHIP

Divisional Libraries.

6. (a) Membership will be free of any subscription except at Jaipur. Every member shall have to deposit Rs. 10/- only as security deposit, refundable on the termination of the membership, or give personal security upto Rs. 10/- of a permanent Government or Municipal servant posted at the headquarters of the library. Every member shall be entitled to draw two books at a time.

(b) Membership of children below the age of 15 shall be free and they will not have to deposit any security amount, provided the parents or guardians of these children give a personal guarantee (recommended by the head of the institution where the children read, in case the parents or guardians themselves are not the members of the library).

District Libraries.

7. (a) Membership shall be free of any subscription, but the subscriber will have to deposit Rs. 5/ as security, refundable on the termination of the membership, or give personal security of a permanent Government or Municipal servant for this amount. Every subscribers shall be entitled to draw one book at a time.

(b) As regards membership of children below the age of 15 rules will apply as in case of Divisional libraries.

Tehsil Libraries.

8. Same rules as for District Libraries.

Mobile Deposite Centres.

9. Any person recommended by Sarpanch, Patwari or Government school teacher may become a member of the library without paying any subscription or depositing any security amount. The members will be entitled to draw one book at a time.

10. To get enrolled as a member in any of the libraries (Divisional, District or Tehsil etc.) a person will have to file in and sign the prescribed form of enrolment obtainable from the library on payment of anna -/1/-.

11. Any change in the residence of a member must be intimated to the Librarian within a week.

C. Privileges.

12. Each member shall be given one or two borrowers tickets as the case may be, against which he will be entitled to have out on loan one or two volumes at a time.

13. The ticket of a reader will be valid for twelve months and may be renewed by filling in a fresh form of enrolment and obtaining fresh guarantee. In case of those who have already deposited security money may quit their previous borrowers number and date of the receipt against which the security was deposited.

14. One month's notice shall be given before a deposit is withdrawn.

15. In case a member does not get this membership renewed after 12 months and fails to withdraw the security deposited within three months after termination of period of membership, his security money would lapse to the Library.

16. A book will be lent to a member only exchange for his ticket which will be handed back to the member when he returns the book, unless it is returned after due date in which case the ticket will be handed back only after overdue charge is paid.

17. No deposit shall be repaid until all the books outstanding against the member and his member's ticket have been returned and all dues from him are paid.

D. Loss of Ticket.

18. The holder of a ticket shall be responsible for any book issued against it.

19. A member who has lost a ticket shall make a written report of the same to the Librarian, shall give an indemnity bond in the prescribed form and pay a fee of annas eight for each duplicate ticket required.

E. Condition of Loan.

20. The Library shall maintain open access system (excepts in case of reference books). Any reader may have his or her book from the open shelves for reading in the Library or getting it issued for his use at the issue counter. The readers will not replace the book or books on the shelves but leave them with the counter clerk.

21. The counter for the issue of books shall be closed half-an-hour before the closing time of the library.

22. Each member must make his own arrangements for the conveyance of books to and from the Library.

23. Before leaving the counter, the member shall satisfy himself as to whether the book lent to him is in sound condition and, if not, he shall immediately bring the matter to the notice of the Librarian, otherwise he is liable to be held responsible for the replacement of the book by a sound copy.

24. In case a book is damaged or lost, the member shall replace the book or pay the cost of its replacement to the library. In case of book or books the replacement of which is not readily available the member may be asked to pay to the extent of 50% over and above its price at the discretion of the Librarian.

25. If one book of a set is damage or lost, the member concerned shall be liable to replace the whole set or pay the value thereof.

26. The value of the loss shall be immediately deposited with the library.

27. The replacement cost of lost books charged from a member can be refunded to him, provided the books are returned within 45 days from the date of making the payment and are in good condition to the satisfaction of the librarian.

28. Periodical publications, dictionaries, directories, works which might be difficult to replace and any other work as may be declared reference books by the Librarian shall not be lent for home use.

29. Members are not allowed to sub-lend the books of the Library or transfer the use of the privileges of their tickets. Defaulters shall be deprived of the right of borrowing books from the Library.

30. Library book required for departmental use shall be asked for by official requisition signed by a responsible office clearly stating that they are required for the Department concerned. Such books should be returned as soon as possible. Any such book if lost or damaged shall be replaced or paid by the borrowing Department.

31. All books on loan shall be returned within 14 days of their issue (excluding the date of issue or a holiday falling on the due date).

32. In case overdue book is not returned to the Library even after three reminders at the interval of prescribed period the defaulter will be deprived of the loan privilege, and can not claim any benefit on account of non-issue of any such notice.

33. Book on loan can be recalled and the loan terminated at any time at the discretion of the Librarian. In case the book is not returned within the specified period it will incur a fine of annas four per volume per-day

34. If a book is not returned to the Library when due, and overdue charge of one anna per volume per-day shall be levied during the first week of the overdue period and two annas per day per volume in the subsequent period.

35. Overdue charges for children below the age of 15 shall be levied at Half-anna per volume per day during the first week of the overdue period and one anna per volume per day in subsequent period.

36. The Librarian shall have the power in suitable cases to excuse a borrower from the payment of penalty for late return of books. The power will be used only in very special cases.

37. Loan may be renewed at the discretion of the Librarian for further period provided:

- (a) The request for renewal of the loan reaches the Librarian before the date of expiry of the loan,
- (b) No other reader has applied for the book in the meantime;
- (c) Not more than two consecutive renewals shall be allowed for the same book. The book must be produced in the library for inspection during the time of 2nd renewal.

38. A member against whom any overdue or other charge is outstanding shall not be allowed to borrow books or withdraw his deposits until he has paid the amount due.

39. In case a member fails to make good any loss or damage or fails to return any book within the specified period or any dues against him in spite of the notice provided for these rules the Librarian is empowered to recover all such dues firstly from his cash deposit and in case such deposit is insufficient, to realize the balance through the authorities concerned under the provision of a law regarding the recovery of such dues where ever applicable: Provided that in case the defaulter is a Government servant effort will be made to realize the amount through the Department concerned before the action under the law relating to recovery of state is taken.

40. A person entering the Library shall write his name legibly in the Gate Register, and thereby help the Librarian in maintaining statistics of daily entrants to the Library.

F Admission to the Library.

41. A person, not of sound mind, or found undesirable, shall not be admitted into the Library.

42. Stick, Umbrellas, boxes, and other receptacles and such other articles as prohibited by counter assistant or gate-keeper shall be left at the entrance.

43. The Library shall not, however, be responsible for any loss or damage done or replacements made to the articles deposited at the lockers.

44. Dogs and other animals shall not be admitted.

45. Silence shall be observed in the Library.

46. Spitting and smoking are strictly prohibited.

47. Sleeping is strictly prohibited.

48. No person shall write upon, damage or make any mark upon any book, manuscript or map belonging to the Library no tracing or mechanical reproduction shall be made without the express permission of the Librarian.

49. Readers shall be responsible for any damage done to the books or other property belonging to the Library and shall be required to replace such books or other property damaged or to pay the value thereof.

50. Before leaving the Library readers should return to the Counter Assistant any books, manuscripts, maps specially requisitioned for consultation.

G. General.

51. The Librarian may refuse under special circumstances admission into the Library to any person or the use of any book. He should satisfy the person he refuses to admit.

52. The Librarian, may, under special circumstances, refuse any application for the privilege of loan of books. He should satisfy the person he refuses to admit.

53. The Librarian may suspend the issue of books from the library for ten days during the close of Dec. every year for the purpose of annual stock-taking the reading room shall, however, remain open as usual even during these days.

54. Annual stock-taking will be done in the presence of the Officer whom the Deputy Director of Social Education may appoint for the purpose. A report of the same shall be submitted by the Librarian to the Deputy Director Social Education by 15th of Jan. duly endorsed by the Officer present during the stock taking.

55. The Librarian, subject to the rules framed by the Government may grant special loans of books and other special materials after approval of the Chairman of the Library Committee or such conditions as may be prescribed.

56. Any infringement of the rules will render forfeiture of the privilege of admission to and of borrowing books from the Library.

57. The Librarians shall maintain statistical data in his library in the register for the purpose e.g. total number of books in the Library, number of new volumes added to the existing stock, number of registered borrowers, number of books issued daily number of books consulted in the Library, number of daily visitors in the Library and shall send monthly, quarterly and annual returns on the prescribed forms for inspection and record in the office of the Deputy Director Social Education.

58. All the Libraries shall maintain following uniform technical systems throughout:—

1. Dewey Decimal Classification.
2. Dictionary Card Cataloguing (A.L.A. Code).
3. Browne's Charging & Discharging System.
4. Open Access.

59. The Librarian will submit the annual Report to the Deputy Director Social Education positively by 30th April every year regarding work and progress of the Library during every financial year.

60. The Librarian shall be responsible for order & safe keeping of the books and furniture and the cleanliness of the premises. He shall enter books in the accession and other registers, keep catalogues in order and upto date, enlist subscribers, keep all accounts, purchase books and periodicals after necessary sanction, carry on correspondence with subscribers and book sellers and do all other-work in the Library.

61. There shall be a Central Library Advisory Board to advise the Government in the Library matters and each library at the Divisional, District and Tehsil level shall have a library Committee appointed according the common constitution framed for the purpose and shall enjoy all the powers allowed under the constitution.

CHAPTER XII.

Rules Regarding Employment and Conditions of Services.

NOTE :—(a) These rules are supplementary to rules and orders issued by the Government relating to services, including the

- (i) Rajasthan service Rules.
 - (ii) The Rajasthan Civil Services (Classification Control and Appeal) Rules, 1950.
 - (iii) Schedule or Powers of officers and
 - (iv) Similar rules and orders
- (b) These rules apply only to institutions maintained by Government.

1. All appointments or promotions to gazetted post are usually made by the Government on the recommendation of the State Public Service Commission. Appointment

2. The Director and other officers under him exercise such powers of appointment or promotions as are conferred on them under the schedule of powers sanctioned by the Government.

3. All application for appointments are to be made in the perscribed form with necessary documents regarding qualifications, age and residence, to officers having authority to make appointment and those already in Government service should submit their applications through proper channel.

4. No person who is under 18 years of age or who has attained the age of 25 years will ordinarily be considered for employment in the Department.

5. In the recruitment of teachers, except in substitute vacancies preference will be given to trained and experienced hand if they are otherwise suitable. Active participation in games, sports and other extra-curricular activities will be additional qualification. No person having qualification below matriculation or equivalent examination shall be recruited as a teacher.

6. Any applicant who is offered a post and refuses to accept it without reasonable grounds may be excluded from employment in the Department for such period and on such conditions as the appointing authority may determine.

7. In giving promotions, the following guiding principles should be kept in view :—

- (1) Promotion should as a rule be based on seniority in grade and efficiency in work.

- (2) No one is entitled to promotion to a vacant post unless he is qualified to fill the same, having regard to the requirements of the school or office in which the vacancy occurs.
- (3) Promotions involving a transfer to another school should not normally be given effect to in the middle of the session.
- (4) While making permanent appointments against vacancies in any cadre of the teaching staff the authority competent to make such appointments shall first consider the claims of teachers fixed in lower cadre for the posts vacant. Fresh appointments in clear vacancies should only be made if no suitable teacher in lower grade is available for promotion.

8. (1) Candidates for appointments as teachers shall be selected after consideration of their :—

- (a) academic qualification.
 (b) Physical fitness.
 (c) Character.
 (d) Age.
 (e) Personality.
 (f) Teaching experience.
 (g) Sportsman-ship.

(2) Every candidate selected against a permanent vacancy shall in, the first instance, be appointed on one year's probation.

9. (1) The seniority lists will be maintained as follows:—

District wise

(a) Teachers in non-Matriculate Un-trained matriculate and analogous grades.

Range wise.

(b) Teacher in Un-trained graduate, un-trained Intermediate, trained matriculate and analogous grades.

All Rajasthan

(c) Teachers in all other grades.

basis.

(d) Ministerial staff.

do.

(e) Class IV staff.

Office of
institution-
wise.

(2) The officers concerned will maintain the up-to-date lists accordingly.

(3) Seniority lists will also be maintained in each Inspectorate and Deputy Inspectorate or one cadres, the general seniority whereof is to be maintained by the higher offices.

10. Officers appointed to administrative posts or to posts, the duties of which include inspection should have a good knowledge of Hindi. It will be an advantage if they are conversant with Rajasthani and also understand the local dialects of the area in which they are expected to work.

Administrative.

11. No one shall ordinarily be appointed as an Inspecting officer unless he has undergone an approved course of training and has teaching and administrative experience to his credit.

12. The Director will maintain personal files of all gazetted officers under him and officers subordinate to him should maintain personal files of all officers in their jurisdiction.

Personal Files.

13. The Heads of institutions will be responsible for the proper maintenance of personal files of staff under them and the Head of an office will do the same for the staff of his office.

14. Inspecting officers will find it useful when touring to keep a rough confidential note book, in which record notes to be subsequently transcribed into their subordinates personal files.

15. Entries in these files should be made with care and consideration as they will remain permanent record affecting the whole career of the officers concerned. The entries should ordinarily refer to the moral character and fitness of the officers for the work entrusted to him, his tact and temperament, organizing and administrative capacity general and professional knowledge, linguistic attainments and in the case of a touring officer his physical endurance and capacity for out-door work.

16. All officers immediately subordinate to the Director are required to submit to him not later than the 31st March each year a brief confidential report on the work and personal conduct of those of their subordinates whose appointment, promotion or punishment rests with the Director of the Government.

Confidential Report.

17. The report should be drawn up in the prescribed form (vide Appendix VII) the remarks being entered by the reporting officer himself and in his own handwriting. This report should be submitted to the Director by name in a confidential registered cover. In case of Inspecting Officer, quantity and quality of inspection should be commented upon.

18. The opinion recorded in these reports should be based on entries made from time to time in the personal files of the officers concerned and the reporting officer should be prepared if

necessary to adduce sufficient evidence in support of his statements.

19. The reporting officer should avoid all vague language and the favourable or unfavourable remarks noted should be specified. In the case of a seriously adverse report, it is desirable to illustrate briefly the acts and tendencies unfavourably reported on.

20. Capability for higher work in the Department, combined with diligence thoroughness and honesty are the guiding principles on which alone an officer should be recommended for special promotion.

Transfers

21. Transfers will be made in the interest of Departmental work.

22. To avoid dislocation of work and inefficiency of educational institutions resulting in loss of studies to pupils, transfers of teaching staff will normally be done at the beginning of the academic year. All orders of the transfers of all the staff made during a calendar year will be recorded in a register in the prescribed proforma appendix which will be maintained in the offices of the Dy. Directors of Education, Inspectors of Schools, Dy. Inspectors of Schools Incharge Districts, Asstt. Director of Education (Women) Ajmer and Jodhpur Divisions and will be signed by the officer ordering such transfers.

23. Class IV servants should not be transferred save in exceptional cases and only when there are special reasons for the transfer.

24. In the absence of any definite instruction to the contrary, an officer under orders of transfer should be relieved of his duties by his immediate superior within a week of the date of intimation. If in any case it is necessary to exceed the above limit a report to that effect should be made to the controlling officer and the probable date on which the officer under orders of transfer will be relieved should be stated.

25. In all cases of transfer charges, the relieving officer must carefully examine the registers and records and make sure that they are complete and up to date. He should compare the furniture, appliances, books, registers etc., of which he receives charge with the lists kept in the office or institution; he should also see that all cash balances correspond with the entries in the cash book. The permanent advance if allowed should also be taken

charge of. If he finds anything-amiss he should state it in the report of his assumption of charge which should be signed both by the person giving and the person receiving charge.

26. The act of transfer of charges should not, however, be unnecessarily prolonged as the outgoing and incoming officer can not simultaneously be considered to be on duty in the same office.

27. Reports of transfer of charge should be despatched immediately after the transfer is complete.

28. If any member of the staff of a school or office be transferred to another at a different station, the head of the school or office should prepare his last pay certificate in the prescribed form and after necessary verification forward the same without delay to the head of the school or office to which the transferee is proceeding. The officer's service Book should also be filled in and forwarded to his official superior in the new post.

29 An officer transferred at his own request or as a punishment is not entitled to travelling allowance for the journey from one station to another.

30. Government employees are required to submit their application for leave other than casual leave in the prescribed form to their controlling officers at least six weeks before the date on which the leave is required.

Leave.

31. In case the Officer to whom the application for leave is made is not competent to sanction the same he should transmit it to his superior officer without any unnecessary delay.

32. Application for leave on account of illness should be accompanied by a proper medical certificate.

33. Application for casual leave or for leaving head-quarter during the authorised holidays or vacations should ordinarily be made atleast one week in advance and should specify the date on which he proposes to return. His address during the summer vacation or long leave should be noted by the superior officer concerned.

34. No officer should absent himself from his duties without having first obtained permission from competent authority. No officer is entitled to any pay or allowance for the time spent by him without proper authority beyond the limits of his jurisdiction.

35. In all cases where the period of absence on leave exceeds one week the applicant should report to the officer immediately superior to him address during such absence.

- 36.** (1) Casual leave is not governed by the leave rules.
- (2) The officer granting the leave and the officer taking it will be held responsible if the public service suffers in any way from the absence of an officer on casual leave.
- 37.** (a) No right what so-ever for extra leave to a Head of an institution or teacher shall arise in lieu of the work performed by him in the course of his normal duties during the vacation until and unless he is detained from enjoying the vacation under special orders or sanction of the competent authority.
- (b) In view of the above, the rules here-under mentioned should be adhered to in future:—
- (i) Only one teacher in the school may be detained from availing himself of the vacation for emergent work and his name should be communicated to the competent authority every year at least two months prior to the beginning of the vacation in order that privilege leave may be given to him in lieu of such retention.
- (ii) It is not desirable to obtain the Headmaster as a matter of course, from availing himself of the vacation for ordinary administrative work, but if for special reasons, the Headmaster concerned considers his presence as essential, he should state reasons and obtain permission of the competent authority two months period in the beginning of the vacation to work during that period.
- (iii) In case the Headmaster is allowed to work during the vacation, it is not desirable to detain any other teacher from taking advantage of the vacation.
- (iv) The school clerks being a non-vacational employee, must continue to attend office in the vacation.
- 38.** Heads of offices and institutions should see to the correct maintenance of the Service Books of their staff.
- 39.** The Service Book of an employee holding a permanent appointment must be prepared within three months of his appointment or confirmation.
- 40.** The Service Book of every officer should be in the custody of his immediate superior who will be responsible for its proper maintenance.
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CHAPTER XIII.

Recognition of Educational Institution.

1. All educational institutions in the State shall be classified as follows according to the nature and grade of the education imparted therein :—

1. (a) Degree and Post-graduate Colleges.
 (b) Intermediate Colleges.
 (c) Multipurpose, Higher Secondary and High Schools.
 (d) Middle Schools.
 (e) Primary Schools.
 (f) Nursery Schools.
2. Teachers' Training Institutions.
 - (a) Those imparting training of post graduate and degree standard M. Ed., and B. Ed.
 - (b) Diploma in teaching.
 - (i) C. T. for Intermediates.
 - (ii) S.T.C., (Basic) For Matriculates
3. Oriental institutions.
4. Technical and Vocational Institutions-
5. Special Institutions.

2. Recognition for High Schools, Intermediate, Degree and Post-Degree Colleges, as also for Teachers' Training Institutions for M.Ed., B.Ed., and C T. rests with the University and applications for that purpose should be made to the University in accordance with its Rules and Regulations. Recognition to Higher Secondary Schools rests with Board of Higher Secondary Education.

3. Recognition for institution other than those enumerated in the preceding Rule 2 above, or those granted direct recognition by Government rests with the Department and shall be granted by the Departmental Officers as given in the rules below on the following conditions :—

- (i) That the Institutions serves a useful educational purpose and follows curriculum prescribed or approved by the Department.
- (ii) That the financial resources of the institution are adequate to provide a certain reasonable minimum standard of facilities for the proper mental, moral and physical development of its pupils, having regard to

the strength of the school, the number of courses that the school proposes to undertake and the general requirements of efficiency.

- (iii) That admission to the institution is open to all without any discrimination based on religion, caste, creed, or race.
- (iv) The management undertakes to abide by all the rules and instructions which in the discretion of the Department are necessary for promoting the efficiency of the institution and are issued from time to time.
- (v) That every recognised institution under private management whether sponsored by one or more persons or a trust shall be under the supervision and control of a definitely constituted managing committee which must be approved by competent authority before recognition is granted or continued.

The managing committee shall consist of members not exceeding 15 in number and not more than half shall belong to a particular caste or sect and it shall include the following :—

1. One third of the members shall be from among donors and regular subscribers.
2. One-fifth of the members should be nominated by the Chairman of the Board of Secondary Education to be selected on the joint recommendations of the Headmaster and the District Inspector of Schools. In case the Chairman of the Board of Secondary Education is different from the Director of Education, one of these nominations should be made by Director of Education and two by the Chairman of the Board. In the case of the institutions not under the jurisdiction of the Chairman of the Board, the the nomination will be made by the Director of Education.
3. One-fifth of the members should be from the guardians of the pupils.
4. Two representatives of teachers and one nominee of the District Administration,
5. The Headmaster should be ex-officio member - Secretary.

The following will be the office-bearers of the managing committee :—

1. President.
2. Two Vice-Presidents, one of whom will work as Manager.
3. Treasurer.
4. Secretary (Headmaster).

NOTE :—Except the Secretary, the office bearers will be from amongst the donors.

- (vi) That the constitution of the managing committee of the institution is approved by the Director and no changes are made therein without his approval. If the Director thinks that approval in any case should be withheld he will refer the matter to the Government for orders and the Government will pass orders thereon after hearing the representative of the institution concerned if so desired by the institution.
- (vii) That any changes in the personal of the managing committee are reported to the Department.
- (viii) That suitable building and grounds are provided both for indoor and outdoor work, and their use is generally confined to educational purposes. In no case shall they be used for communal or political propaganda.
- (ix) That books, furniture and other equipment are provided according to the requirements laid down by the Department.
- (x) That suitable provision is made for the health, recreation and physical education of the students.
- (xi) The management shall be required to draw up definite rules of service wherein the conditions of salary, leave, pension, provident fund, etc., are definitely laid down. Every teacher on his appointment

should receive a copy of these conditions and execute an agreement for service in the school. Among other things the agreement shall provide that in case an employee is dismissed, his service terminated or his emoluments reduced an appeal shall lie to the authority detailed below :—

- | <i>Appellant</i> | <i>Competent Authority.</i> |
|---|--|
| 1. Employees getting basic Salary upto Rs. 100 P. M. | Deputy Director of the Range. |
| 2. Employees getting basic salary above Rs. 100 p.m. (other than Headmasters of High Schools and Principals of Colleges). | Director. |
| 3. Headmasters of High Schools, and Principals of Colleges. | Secretary to the Govt. in the education. |

A statement of the staff in the institution under private management showing names, qualifications, etc. shall be sent annually in the prescribed form by the head of the institution to the competent authority.

(xii) the institutions shall fix for its staff the same scale of pay as is sanctioned for similarly qualified employees of Government service. Slight variations may be allowed by the competent authority.

(xiii) a provision will be made for provident fund to be paid to all employees in the institution. The employees concerned will make a monthly contribution of $6\frac{1}{4}\%$ of his salary to which an equal amount will be added by the institution. The amount will be invested in Government securities or such other manner (including deposit in a bank) as the competent authority may approve. A statement of the provident fund of every employee shall be submitted annually to the competent authority and to the employee in the prescribed form.

(xiv) that any change in the teaching personal is reported to the Government with the reasons thereof.

- (xv) that attendance at teaching of denominational character is not compulsory for teachers or students.
- (xvi) congregational prayer in the institution shall be non-denominational and non-controversial.
- (xvii) no new class or section is added without the previous permission of the Department.
- (xviii) the maximum number of students in each class or section does not exceed the limit prescribed by the Department.
- (xix) all returns and information required by the Department are promptly and punctually furnished.
- (xx) the institution and all its records, accounts etc., are open to inspection and audit by persons authorised by the Director for the purpose.
- (xxi) the institution strictly observes the rules laid down by the Department for the migration of teachers or students from one institution to another or regulating any other relationship between different institutions.
- (xxii) the general atmosphere of the institution is conducive to proper education of the children.

4. Any institution seeking recognition may, for very special reasons, be exempted from any one or more of the above conditions of recognition at the discretion of the Director.

5. Recognition granted to an institution shall lapse unless it is availed of within a year of its being granted.

6. Recognition granted to an institution may be suspended temporarily or withdrawn permanently at the discretion of Director, if he is satisfied that the institution is not providing facilities for education under proper conditions.

7. An institution from which recognition has been withdrawn shall not be restored to that privilege until the Director is satisfied that the defects which led to the withdrawal of recognition have been remedied and that in all other respects the institution fulfils the prescribed conditions.

8. If a recognised institution ceases to exist or is transferred to a different locality or a different managing body is constituted, its recognition will lapse and it shall for the purpose of future recognition be treated as a new institution, unless the chance has taken place with the approval of the Director.

9. Recognition will be granted only from the beginning of a academic session, i. e., from the 1st of July. Applications for

the same shall be, made before the 31st October on the prescribed form, vide Appendix xiii to the officer authorised to grant recognition under paragraph.

10. Departmental Officers are authorised to grant recognition as follows:—

Training institutions	.	}	Director of Education.
Special institutions	.		
Technical institutions	.		
Oriental institution of college standard,	.		
Middle Schools	.		Dy. Director of the range.
Primary Schools	.		District Inspector.
Sanskrit Pathshalas	.	}	Inspector, Sanskrit Pathshalas.
Oriental institutions, below college standard.	.		

11. The Government, on application and under conditions to be laid down by it in each case, may grant direct recognition to institutions following their own special schemes of education and independent curricular.

12. All institutions which have already received recognition before the introduction of these rules from Education Department, Rajasthan or that of any covenanting unit, will be considered to be recognised under these rules upto their present standard. In case their standard is raised or new classes added, recognition will have to be secured under these rules.

13. Except where mentioned otherwise the competent authority for different levels of institutions under private management for purposes of recognition, management, fees, holidays and vacations, curriculum and syllabus, etc. will be as follows:—

<i>Institutions</i>	<i>Competent authority.</i>
1. Degree & Post graduate colleges	Secretary to Govt. in Education Department.
2. Intermediate colleges	Director of Education.
3. Training Institutions Special Institutions Oriental Institutions of college standard.	” ”
4. High Schools	Deputy Director of Education.
5. Middle Schools	Inspector of Schools.
6. Sanskrit Pathshalas	Inspector of Schools, Sanskrit Pathshalas.

Pupils in unrecognised institutions shall not, until it is specially so ordered, be entitled to the privileges accorded by the Department to pupils of recognised institutions.

CHAPTER XIV

Departmental Examinations.

1. The Departmental Examinations are under the charge of the Registrar, Departmental Examinations, who is assisted by Deputy Registrars and other necessary ministerial and other staff. He is responsible for the conduct of these examinations under the supervision and control of the Director of Education. Control.

2. The following departmental examinations are conducted at present:— Examinations.

1. *Teacher Certificate examination.*

(a) Senior Basic Teachers Certificate Examination.

2. *Sanskrit Examinations.*

(a) Praveshika Examination.

(b) Upadhyaya Examination.

(c) Shastri Examination.

(d) Acharya Examination.

3. *Ayurvedic Examinations:*

(a) Bhisagvar.

(b) Ayurvedic Shastri.

(c) Bhisagacharya.

(d) Ayurvedacharya.

4. Business-class examinations (English shorthand and Typewriting).

3. The schedule of fees charged for different examinations is given at appendix IX. Fees.

4. There shall be no supplementary examinations for the Sanskrit and Ayurvedic and Business Class Examinations.

5. (a) An examination fee shall not be refunded on any ground.

(b) Any candidate unable to appear owing to serious illness at the examination for which he or she is admitted will be

allowed to appear next year for the same examination on payment of only one quarter of the fee charged for the examination, provided—

(i) he or she submits an application to the Registrar for withholding his or her fee for the next year's examination within fifteen days from the date, the examination commences and

(ii) Such Application is accompanied by a certificate from a Medical officer, in Government service certifying the fact of such illness.

Setters,
Examiners
Tabulators

6. The appointment of setters, examiners and tabulators, etc., shall be done by the Director on the recommendation of a committee of three persons to be constituted by him.

7. (1) The allotment of centres shall usually be made on the basis of at least 100 boy-candidates or 50 girl candidates for each centre. In selecting places for an examination centre, due consideration should be given to the means of communication as well as provision of accommodation, furniture and staff.

(2) The Headmasters of the schools at which examination centres will be kept will be the superintendent of the Examinations at that centre.

(3) The duties and functions of the centre Superintendent shall be given in a statement issued by the Registrar, Departmental Examinations after the approval of the Director.

8. The dates of commencement of the various departmental examinations will be fixed and notified by the Registrar. Generally the examinations will be held as follows:—

S. T. C. Examinations ... (i) *Practical*: sometime in the month of March.

(ii) *Theory*: in the first week of May or last week of April.

Sanskrit & Ayurvedic Examinations. Third week of April.

Business-class Examinations ... Second week of April.

9. Syllabus and courses of study of the various examinations shall be as prescribed by the Department from time to time.

10. General rules for promotion of the candidates for the various departmental examination shall be as follows, but the Director will have the discretion to modify or relax these rules if and when necessary.

11. *S. T. C. Examination.*

Teachers failing in practical Examination of S.T.C. (Basic) shall be required to come for training another year. If they fail in Practical Examination again they will not be eligible any more for this examination. If the candidate who fails in Practical Examination is in Government employ he shall have to take the training a second time at his own expenses and shall be liable to be discharged from service if he fails again in the Practical Examination.

12. *Sanskrit and Ayurvedic Examinations.*

The course of study, eligibility for admission, promotion rules, etc., shall be in accordance with the syllabus separately issued.

13. A full programme of all examinations giving time, place and date in respect of each paper shall be announced by the Registrar, in the Rajasthan Gazette at least one month before the Examination begins.

14. Courses, syllabus, number of question papers in each subject and marks allotted to each subject or paper and special rules and instructions not covered by the provisions of this Code for all examinations shall be issued by the Director, if not already notified in the manner he thinks desirable.

15. Question papers in modern Indian Languages shall be answered in the languages concerned only except when required otherwise by the examiner in respect of a particular question or part of a question.

(2) question papers in foreign language shall be answered in the language concerned only except when required otherwise by the examiner.

(3) Question papers in the remaining subjects shall be answered in Hindi.

16. Teachers or candidates admitted as students in the Teachers Training Institution of the Government shall be admitted to the Teachers Training provided they have completed the course of the examination concerned and have done practical work prescribed in accordance with the syllabus for those examinations.

17. Admission of the candidates for the Sanskrit Ayurvedic Examinations shall be governed by the prospectus of these examinations.

18. Admission to business class examination shall be governed by the rules framed and issued under the provisions of this code time to time.

19. Rates of remuneration to Head Examiners Paper, setters, Examiners, Tabulators, Checkers, and Superintendents of Centres shall be fixed by the Director.

20. Special precautions shall be taken by the Registrar, to maintain proper secrecy, efficiency in the conduct of examinations. Close secrecy shall be maintained about the names of setters, examiners, and tabulators etc., question papers are to be sent under registered cover. The Registrar, or one of his deputies shall remain at the press where papers are printed for proof-reading to ensure secrecy and efficiency. All Examination papers shall be kept under the safe custody of the Registrar, till they are despatched to the respective centres under insured postal parcels. It shall not be binding on the Registrar to invite tenders from the printing press as the printing of question papers shall be the sole charge and responsibility of the Registrar who will exercise his absolute discretion in this respect.

For any other matter concerning the Departmental Examinations not specified above, the Registrar, Departmental Examinations is required to seek guidance and instructions from the Director and has to comply with all such orders as may be issued by him.

CHAPTER XV

Sanskrit & Ayurvedic Education.

1. Classification:—Sanskrit institutions Existing in Rajasthan are generally classified as follows:—

Sanskrit
Education

(a) Pathshalas teaching upto Praveshika and Upadhyaya standards.

(b) Sanskrit Colleges preparing candidates for Shastri and Acharya Examinations.

2. Control:—All sanskrit institutions except the Sanskrit Colleges at Jaipur Alwar and Udaipur are under the Control of the Department and are managed by the Inspector for Sanskrit Pathshalas assisted by Deputy Inspectors.

3. The Sanskrit Colleges at, Jaipur Udaipur and Alwar are directly under the Government and correspond with the Secretary to the Government in the Education Department.

4. No fees are charged in any of the Government Sanskrit insitutions and suitable scholarships are provided to help poor and deserving students.

Fees.

5. All Sanskrit institutions shall observe timings vacations and holidays allowed to other educational institutions except when permitted otherwise by the competent authority.

Timing
Vacations
&Holidays.

6. The Registrar conducts the following Examinations:—Praveshika, Upadhyaya, Shastri and Acharya. The course of study for Praveshika covers a period of ten years. After a person passes the Praveshika examination he has to attend a course for two years for the Upadhyaya Examination and a further two years for the Shastri Examination. A Shastri has to attend a course of study for three years before he can appear at the Acharya Examination. Thus the minimum total period required for taking the Acharya Examination is 17 years.

Courses of
Study.

7. A uniform syllabus and curriculum for all sanskrit institutions and for all Sanskrit examinations has been introduced. English is a compulsory subject for Praveshika Examination and optional for Upadhyaya and Shastri examinations. Hindi is compulsory up to Shastri standard.

Syllabus &
Curriculum

8. Ayurvedic colleges in Rajasthan are under the control of the Superintendent, Ayurvedic Studies.

Ayurvedic
Education.

9. The following public examinations in Ayurveda are conducted by the Registrar,

1. Bhishagwar (Ayurved Shastri)
2. Bhishagacharya (Ayurvedacharya)

Course of
Study.

10. Uniform courses of studies have been prescribed for the aforesaid examinations and the minimum period for Bhishagwar and Bhishagacharya examinations is four and two years respectively.

Admissions

11. The following examinations are recognised as qualifying for admission to classes preparing for the Bhishagwar examination:

1. Madhyama from Government Sanskrit College, Benaras.
2. Madhyama from Benaras Hindu University.
3. Visharad from the Punjab.
4. Teertha of Bengal.
5. Upadhyaya of Jaipur.
6. Matriculation with Sanskrit as optional subject.

12. No tuition fee is charged in any of the Government Ayurvedic Colleges and suitable scholarship are provided for the poor and deserving students.

13. Hospitals for practice and demonstration are attached to Ayurvedic Colleges and examinations are conducted both in theory and practice.

CHAPTER XVI

**Health, Physical Education and other
Co-Curricular activities.**

1. (1) Games and sports form an essential part of education and should receive due attention to ensure proper development of body and mind so necessary to produce the right type of citizens.

**Games and
Sports.**

(2) The Head of an institution is mainly responsible for the organisation of games and sports and he should ensure that due interest in them is taken by the students and teachers. As far as possible every student should be made to participate regularly in school games and sports.

(3) As for the varieties of games and sports to be provided it will depend on the status and strength of the school and finances available, for secondary schools games like hockey, football, volleyball, and basket ball are suitable, while in Primary Schools in expensive games like "Kho Kho" are to be encouraged.

(4) To provide funds for these activities, a games fee is levied in all educational institutions to supplement the grant made by the Government for this purpose, the head of the institution is responsible to see that the above grants are properly utilised to the benefit of the maximum number of students.

(5) To provide a proper impetus and encouragement to these useful activities, teachers should regard them as part of their duty and actively contribute in their organisation and help by participating themselves.

2. (1) Whole time Physical Instructors are usually provided in all secondary schools while in other institutions one of the members of the staff looks after these activities. Physical education also forms an important part of the curriculum and syllabus for teachers training institutions so that trained teachers may be available to organise and promote these activities in their schools.

**Physical
Education.**

(2) Inspecting officers at the time of their inspection should see that this useful aspect of education receives due attention. They should see demonstration of Physical Training and games as a part of their inspection work.

(3) Training of Physical Instructors is necessary for the efficient provision of physical education. Therefore suitable teachers should be deputed for approval training courses outside the State pending the establishment of a College of Physical Education in Rajasthan.

(4) Short-term training courses and physical education camps should also be organised during vacations and holidays. Refresher Courses are also necessary to enable the physical instructors to keep their knowledge and practice upto-date.

(5) Every effort is to be made to enforce compulsion in Physical education in all primary and secondary schools and to achieve this object, physical education has been introduced as a subject of the syllabus for the Primary and Middle Schools. Approved physical tests are also to be introduced, as a measure of the students physical development.

**Local and
Regional
Tournaments**

3. Games and sports Tournaments provide a healthy competition and are to be held by institutions of various grades on local, regional and State basic Public co-operation should be freely enlisted in the management of these tournaments and non-officials should also be co-operated on committees formed to manage them. Public subscriptions and donations should also be collected to meet the expenses and to arouse public interest.

4. In order to focus public attention on physical fitness, physical culture weeks should be organised by individual schools as well as a number of schools collectively in an area. These weeks serve as one of the best means of educational propaganda and publicity.

On such occasions like the Republic Day and Independence day, special physical education programmes should be arranged and demonstrations of mass physical training, march-past, etc. should be arranged to promote in the students healthy group and national consciousness.

Uniform

5. As far as possible special uniform should be prescribed to be worn at the time of games and physical training. Cheapness should be an important consideration so that students may be in position to purchase them. Needy and deserving students may be helped by contributions from games fee fund and games grant.

**Play-
grounds.**

6. Provision of play-grounds is essential for the proper development of games, sports and physical education. Where these do not exist, action should be taken to get a suitable piece of land acquired for the purpose. The progress in this respect will mainly depend upon the initiative and efforts of the Head of the Institution concerned.

7. (1) To maintain a proper check-up on the health of students and to give necessary guidance and advice to guardians when necessary, provision for proper medical examination should be made in all institutions.

Medical
Examination

(2) The heads of institutions should maintain a close contact with the local medical officers to ensure that health and hygiene of students is properly looked after. The need for prompt and proper treatment in case of defects and deficiencies should be impressed both on the students and their guardians, and follow up records should be maintained.

8. The Junior Red Cross Movement which aims at promotion of health and service to the sick and suffering and international friendship deserves every encouragement and it is desirable that Junior Red Cross Groups should be formed in all recognised elementary, secondary schools and Intermediate Colleges.

Red Cross.

9 (1) In view of the great educational utility of the Scout movement, the Director of Education should encourage the formation of Rover Crews, Scouts & Guide Troops and Cubs and Bul-Bul packs in the Educational Institutions.

Scout and
Guide
Movement.

(2) To enrich the training of the teachers and to ensure a sufficient supply of Scouters, training in Cubbing and Scouting at the S.T.C. Training School should be compulsory. Suitable funds should be provided for such training camps, etc., in the Training School Budget grants.

CHAPTER XVII

Rules For Grant-In-Aid.

1. All institutions functioning in Rajasthan for the educational and cultural development of the State will be eligible for grant-in-aid under these rules

2. These institutions will be classified under two categories:—

(a) *Educational Institutions*:—In this category will be included all institutions which impart regular education and follow either the curriculum prescribed or approved by the Department or the University or their own special schemes of education and independent curricular.

(b) *Other institutions*:—In this category will be included institutions dealing with other aspects of education such as institutions for research in the publication of old Literature, Adult Education Centres, Public Libraries, Nursery schools, Vocational and Child Guidance Clines, Sports Clubs, physical Culture Associations, Hiking and Camping Clubs, Scout and Guides Association, Music and fine Art Societies and the like.

3. An institution of category 2 (a) shall be eligible for grant in aid only if it is registered as a public society under the Societies Registration Act and recognised by the Department or the University, and satisfies the following conditions:—

- (i) That its records and accounts are open to inspection and audit by persons authorised by the Department for the purpose.
- (ii) All the information required by the Department is punctually furnished.
- (iii) That the facilities provided by it are available to all sections of people without any distinction of caste or creed.
- (iv) That the institution is not run for profit to any individual or body of individuals and its Governing Body can be trusted to utilise its assets only for the furtherance of the objects of the Society.

4. An institution of category 2(d) shall be eligible for grant-in-aid only if it is registered as a public society under the Societies Registration Act and satisfies the following conditions:—

- (1) that it serves a useful purpose, and the facilities provided by it are available to all sections of people without any distinction of caste or creed.
- (2) that the institution confines itself only to educational work.
- (3) that the constitution of Governing Body of the institution is approved by the Director and no changes are made therein without his approval. Among other things the constitution should ensure the non-communal character of the Governing Body specifically laying down that not more than two-third of the members of the Governing Body shall belong to any one caste, sect, or community.
- (4) that any changes in the personnel of the Governing Body are promptly reported to the Department.
- (5) that institution is not run for profit to any individual or a body of individuals and its Governing Body can be trusted to utilise its assets only for furtherance of the objects of the society.
- (6) that the quality of instruction or other activity is of the approved standard.
- (7) that its financial resources, when supplemented by grant-in-aid, will be adequate to enable it to carry on its work efficiently to pay suitable remuneration, and where scales have been prescribed by Government or other competent authority, remuneration in accordance with such scales, to its whole time staff regularly.
- (8) that the number of pupils on rolls and average attendance in the institution or the number of persons deriving benefit from it does not fall below standard or number prescribed by or on behalf Government.
- (9) that its records and accounts are open to inspection and audit by persons authorised by the Department for the purpose.

- (10) that all the information required by the Department is punctually furnished.
- (11) that all instructions necessary for the efficient running of the institution issued by the Department are promptly complied with.

5. Annual recurring grant to institutions of the above categories shall not ordinarily exceed 50% of the approved expenditure for the previous year or 75% of the net approved expenditure for the previous year. If an amount equal to 50% of the total approved expenditure is more than the amount calculated on the net approved expenditure, the greater of the two, amounts will be admissible as grant-in-aid. In the case of institutions carrying on the work of education on experimental and pioneering lines, particularly in the field of basic or women's education or education of backward people of other specialised field such as the education of defective children, this aid may be given upto 60% of the approved expenditure or 90% of the not approved expenditure.

Provided, however, that the total recurring grant-in-aid from this State shall exceed the difference between the total approved expenditure and the income from fees and other recurring sources including grants from other States Government.

Any grant given in lump sum from Central Government or other State towards recurring expenditure shall be treated as a recurring grant for the purpose of this provision.

NOTE 1.—The not approved expenditure will mean total approved expenditure minus income from fees and other recurring sources (for instance membership subscription in cases of clubs) except grants from other States or the Central Government and donations.

2. A previous year would mean the financial year preceding the year in which the grant is paid. For instance the grant-in-aid for the year from April, 1955 to March, 1956 will be calculated on the expenditure for the year April, 1954 to March, 1955.

6. Approved expenditure referred to in Rule 5 would relate to the following items only:—

- (a) Salaries and provident fund contribution not exceeding $6\frac{1}{2}$ % in respect of the teaching staff.
- (b) Salaries and provident fund contribution not exceeding $6\frac{1}{2}$ % in respect of the ministerial and subordinate staff.
- (c) Dearness allowance.

- (d) Stationery and Printing charges.
- (e) Water and lighting charges.
- (f) Hot and cold weather charges.
- (g) Recurring expenditure on equipment and apparatus.
- (h) Ordinary repairs to buildings (if they belong to the institution) and furniture.
- (i) Building rent (if the building is rented).
- (j) In the case of residential institutions or educational societies running more than one institution, such expenses on management as are necessary for and incidental to institution or society.
- (k) Recurring expenditure on books, library and reading room.
- (l) Recurring net expenditure on games, physical education and on other extra curricular activities *e.g.*, Camps, annual functions, dramas educational tours, excursions, Social Service Programmes etc., etc.
- (m) Recurring expenditure on crafts including agriculture, dairy, home science, etc., after deducting the income accruing from crafts.
- (n) Expenditure of travelling of teachers in attending Conferences. T. A., will be regulated according to the scale prescribed by the Director in this behalf with concurrence of the Government.

7. Even though annual recurring grant-in-aid will ordinary be calculated on the basis of previous financial years approved expenditure, and additional grant on the basis of any specially approved expenditure for the current year, may also be made at the discretion of the sanctioning authority.

8. No new institution shall be eligible for grant-in-aid unless it has functioned successfully atleast for one year. In very special cases, however, this condition may be waived by the Government.

9. Expenditure on hostels shall not be reckoned as approved expenditure of an institution.

A recurring grant not exceeding 60 percent of the approved expenditure for the previous year may, however, be sanctioned on the following items of expenditure:—

- (i) Salary or allowance of the Warden Superintendent or a Matron as the case may be.
- (ii) Ministerial and class four establishment considered necessary.
- (iii) Other ordinary office contingencies.

10. Grants of non-recurring nature may be given for items of expenditure such as purchasing of furniture and equipment for books and libraries and laboratories ; erection, repairs or extension of building (including hostel) etc. The exact amount of special grants will be decided according to the merit of each case, but in no case will amount exceed one-half of the total approved expenditure for the purpose. Except in very special cases, such grants shall not be sanctioned if the work is started or the purchases completed before the grant has been sanctioned and plans and estimates for it approved by Government.

11. An institution requiring grant-in-aid or a special grant for any financial year shall apply to the Director or to the Secretary to the Government in the Department of Education as the case may be. Separate applications shall be made for recurring and non-recurring grants in the prescribed forms. All applications shall be made by the end of August preceding the commencement of the financial year for which the grant-in-aid is desired submitting the following statements:—

- (1) Duly audited accounts for the financial year ended on 31st March, preceding.
- (2) Statements of actual expenditure for the first four months (April to July.) and of budgetted expenditure for the latter eight months (August to March) of the financial year in which application is made. The statements will show recurring and non-recurring items of expenditure separately.

The grant-in-aid or special grant to be sanctioned to an institution for the next financial year shall be tentatively calculated and sanctioned on the basis of No. 2 above. When the audited accounts relating to No. 2 above submitted in the following year, necessary adjustment will be made in view of any difference between the estimated expenditure as shown at 2 above and the actual expenditure as shown in the audited statements.

12. The grant shall be liable to be withheld, reduced or withdrawn at the direction of the sanctioning authority if in its opinion the institution fails or ceases to satisfy any of the conditions enumerated in rules 3 and 4 above, but before any action is taken under this rule the management shall be informed in writing of the grounds on which action is intended to be taken and also be given an opportunity to give a reply to the charges laid against it. It will also be open to the Management to appeal to the Government against the order of withholding, reducing or withdrawal of the grant.

13. All applications for recurring grants to new institutions for increase in the percentage of recurring grants to and for all non-recurring grants shall be considered and recommended by a Committee to be constituted as follows :—

- (1) Director of Education.
- (2) Deputy Director of Education of the Range.
- (3) One principal of post-graduate or Degree College to be nominated by the Government.
- (4) Three eminent educationists from non-officials.
- (5) A nominee of the Finance Department.

14. The authority for approving the expenditure and sanctioning the recurring grant-in-aid in accordance with these rules for institutions already on the grant-in-aid list will be Government, in the case of Degree and Post-Graduate Colleges and the Director in the case of all other institutions. Recurring grants to new institutions as also all non-recurring grants will, however, require the concurrence of the Finance Department.

CHAPTER XVIII

Buildings and Furniture.

NOTE:—Rules 1 to 6 and 9 to 25 apply only to institutions under Government management.

General.

1. As far as possible all educational buildings should be constructed according to departmental-type plans which will be prepared separately for Primary, Middle, High and Special Schools, College and Hostels to meet the requirements of each case. These plans should, as far as possible, include residential house for the Principal or Headmaster and other staff on the premises. The Director will undertake the preparation of these plans in consultation with the Public Works Department.

2. The Construction and maintenance of Government buildings is in charge of the Public Work Department (Buildings and Road.)

3. The funds required on account of educational buildings owned by the State are provided from the following allotments:—

(a) Allotments under the control of the Public Works Department (B & R) for the construction of educational buildings.

(b) Allotments for annual maintenance charges controlled by the Public Works Department (B & R).

(c) Allotments for minor constructions and repairs provided in the departmental budget.

4. Requisitions for new buildings and repairs to the existing ones of Primary, Middle and Training and High Schools will be submitted by the Inspector of Schools concerned and of colleges by the Heads of these institutions so as to reach the Director according to date-schedule fixed for submitting new items of expenditure for the next year's budget.

5. The Director will decide in good time for inclusion in the budget as to what new buildings are to be constructed and what extensions and repairs are needed in the existing ones and send the list of such new works and extensions to the Chief Engineer who will prepare plans and estimates with the approval of the Director and submit them to the Government for sanction.

6. The Director shall supply information to the Chief Engineer regarding academic, hygienic and sanitary requirements of the proposed buildings and general accommodation wanted.

7. (a) As the selection of site takes considerable time suitable sites should be kept in view even though it is not intended to build on them in the immediate future.

(b) Sites for Primary Schools will be selected by inspector of Schools. Sites for secondary school, training institutions and Inter Colleges will require the approval of the Director and those for degree and post-graduate college will need to be approved by the Secretary to the Government in the Education Department.

8. In selecting site for a school building the following points should be weighed against considerations of economy, convenience proximity to houses of parents, etc:—

- (a) A site should not be selected if its natural position is in a hollow or in the neighbourhood of high trees or houses which prevent the free circulation of air and the access of sunlight to the school building.
- (b) As far as possible, all soils which are specially retentive of moisture may be avoided.
- (c) The locality should be healthy and the neighbourhood respectable.
- (d) Sufficiency of space is important. There should be room for playgrounds and a school garden and for possible expansions. The necessity of giving subsequent class-rooms the proper orientation should be borne in mind.
- (e) The school building should not, as a rule be in the middle of a site.
- (f) Channels and tanks in the vicinity are a disadvantage.
- (g) The presence of tank vegetation is objectionable.
- (h) The neighbourhood of dusty and noisy roads and of shops or factories should, as far as possible be avoided.
- (i) Village school buildings should, whenever possible be located outside the village.

9. All site plans should show the nature of the surroundings, the height of the neighbouring building, the north point and the direction of the prevailing wind.

Plan.

10. The following principles should be followed when schools are being built.

Orientation.—(a) The orientation of buildings will differ for different parts of the state and will depend chiefly on the best way to secure circulation of air. Subject to this, buildings should as a rule, face north and south, with a verandah on the south side. In such cases, no verandah is necessary on the north side, but the addition of verandah on the east and west is desirable in secondary schools.

Lighting.—(b) Lighting should be from the north as far as possible on which side there should be no verandah. Each class room should be lighted by doors and windows giving a light-area of not less than one-fifth of the floor area. The main light should come from the left of the pupils. In no circumstance should there be a large window immediately facing or immediately behind the pupils. The interior of class rooms should be white washed to the floor; a painted dado 3 to 4 feet high, preferably black or very dark brown, should be provided in all class rooms.

Ventilation.—(c) The class-room should, if possible, be arranged in a single row stretching from east to west. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. The minimum area of ventilators for the un-obstructed ingress of pure air, irrespective of that provided by doors and windows should be not less than 48 square inches for each pupil.

(d) *Windows*—Windows serve two purposes :— Admission of light and admission of air, they should be placed at regular distances so as to ensure uniformity of light window-sills should not be more than 4 feet from the ground in rooms in which pupils are seated at desks. When pupils sit on floor the sills should come to within $2\frac{1}{2}$ or 3 feet of the floor level.

(e) *Class rooms*—Class-rooms should not be used as passages from one part of the buildings to another, Consequently, they should not open into one another but into passages or verandahs. The door or doors should be at the teachers end of the room.

(f) There should be a floor space of at least 10 square feet per pupil in the case of primary schools, and of at least 12 square feet per pupil in the case of Secondary schools, The minimum height of class room should be 13 feet. Rooms which are intended to be used as laboratories, drawing rooms, geography rooms, etc, should be well equipped and carefully designed with a view to the nature of the work and the number of pupils to be accommodated.

(g) Ordinarily the class-room should be long in shape. A strip of floor space should be allowed for the teacher and his table at the end of the room. The remaining portion of the room in which the pupils are seated should be approximately square as it is admitted, the square is the best area for teaching purposes.

(h) Ample black board space should be provided on the wall at the teacher's end of the room, which should be unbroken by doors, windows or cupboards. Cement black-boards, if properly made, are satisfactory and last long. A black-board should not be less than $4\frac{1}{2}$ feet by 3 feet. Cupboard recesses in other walls should be provided; also recesses with open shelving rails under the cornice for hanging maps, pictures and diagrams are essential.

(i) *Other rooms*—In addition to the class-rooms there should be provided in secondary and Training school buildings, a Hall capable of accommodating all the pupils, a Library, a Headmaster's Room, an office, and a Common Room for teachers.

(j) *Floors and Roofs*—It is desirable that the floors should be made of material which will admit of their being washed with water. Stone flagging should be aimed at in rooms where desks or benches are provided. Where the pupils have to sit on the floor, stone floor need not be insisted on but from the hygienic point of view they are to be preferred and the objections on the score of their coldness can be met by providing mats. But where this is done, the mats should be kept scrupulously clean. Roofs should as far as possible, be impervious to heat.

(k) *Water room*—A room should be built in which water can be kept. The floor of this room should be of brick, stone or concrete.

(l) *Wells*—Wherever possible there should be a separate brick or stone well for each school with more than 100 pupils, irrespective of its status, The well should be at least 4 feet in diameter and should be provided with a well-top of an approved pattern.

(m) *Sanitary Conveniences*—Latrines should not be placed nearer than 40 feet to any school building. They should be so situated that the prevailing wind does not blow from them in the direction of the school. Latrines equal in number to 2 percent and urinals equal in number to 4 percent of the number of day pupils and separate latrine and urinal for the teachers, should be provided. For schools in rural areas, simple latrines should be provided necessary.

11. (a) The furniture should be so designed as not to interfere with the physical development and health of pupils. The requirements of suitable desks and seat are that the pupil should sit with body fairly vertical for writing, and be able to lean back for reading without any danger of curvature of the spine in either case. In every case whether standing or sitting he should avoid faulty posture and the book or paper should rest at a comfortable distance below his eyes.

(b) The following furniture arrangements should be made for pupils (1) Class I to V Tatapatties and low desks.

(2) Classes VI to X-desks and seats. in Primary schools, little furniture is necessary and in no case should benches be provided, unless desks are also used. It is highly undesirable that boys should sit on benches without desks in front of them. Desks should be arranged in parallel rows. And there should be at right angles to the rest.

(c) The following table of measurements is intended as a guide to school management in the arrangement of seats and desks:-

Measurements in inches.

	SEATS		
	<i>Small</i>	<i>Medium</i>	<i>Large</i>
1. Distance from floor to top of seat board.	13	15	17
2. Width of seat board	10	11	13
3. Minimum length of seat for each pupil.	18	19	20
4. Distance of top of seat board to top of back of seat measured perpendicularly.	10	11	12
5. Slope of back seat	1	1	1
	DESKS		
	<i>Small</i>	<i>Medium</i>	<i>Large</i>
6. Distance from floor to front edge of desk.	12	25	28
7. Distance between front edge of desk and front edge of seat measured horizontally.	3	3½	4
8. Width of top of desk (inclined part)	12	13	14
9. Width of top desk (horizontal part)	3	3	3
10. Slope from front to back	1	1½	2
11. Minimum length of desk for each pupil.	18	19	20
12. Depth of book-shelf	10	10	10
13. Distance of book-shelf from top of desk	5	5	5

Hostel Buildings.

12. (a) In school hostels, large dormitories should be provided, rather than smaller rooms, for all boys particularly for younger ones. In the absence of dormitories smaller rooms may be allowed to accommodate 3, 5 or 7 boarders; in no case should rooms be designed for a single inmate or for two inmates only; places should be so arranged that boarders of approximately similar ages are accommodated in the same dormitory.

Accommo-
dation.

(b) The following floor-space should be provided—

(i) In dormitories, atleast 50 square feet, for each boarder.

(ii) In single rooms, atleast 96 square feet.

(iii) In room for 3 or 4 occupants, atleast 65 square feet for each boarder.

(iv) In rooms for 5 or more occupants, atleast 60 square feet for each boarder.

(c) In every room used as a dining room or for any other dwelling purposes other than sleeping, a space of atleast 8 superficial feet and 80 cubic feet per head should be provided.

(d) Every hostel should also have a common room of appropriate size and separate kitchen for each of the messes into which the boarders are likely to break up. Lighting and ventilation in hostels should be designed in the same way as for school building.

(e) A suitable residence for the Superintendent should be provided in or close to the hostel.

(f) The hostel should be in a suitable locality and shall be capable of being closed to the ingress of visitors and the exist of boarders or any time.

13. Each boarder should be provided with a bed, a table, a chair, a bookshelf and a set of clothes-pegs, He should be required to provide himself with a mosquito net. Good lamps wherever possible should be provided, either one for each boarder or a large lamp to light the whole room. A clock and a gong for summoning boarders should also be provided.

Furniture.

14. One room, suitably located and well ventilated, should be reserved in each hostel for use as sick room and also a suitably furnished room for the use of the Medical Officer. It is advisable that the sick room should be at the end of a verandah or the end of a line of buildings,

Infirmary.

Water
supply,

15. Whenever possible, all wells should be shielded over with a cover which cannot be opened except for repairs, and a strong pump should be provided with which to lift the water into an overhead cistern from which it can be delivered by a pipeline to the kitchen, to the bathing platform, and wherever else it may be required. At the bathing platform whenever the supply of water and arrangement for drainage permits of this being done a long covered cistern should be provided with taps for 10 percent of the boarders and capable of holding a minimum of 4 gallons per head of water for bathing and washing.

16. To ensure that the sanitation of the hostel is good, masonry drains should always be provided to carry off the waste water from the bathing platform the kitchen and the dining rooms and they should be connected up either with municipal masonry drain or with a large covered cess-pit without any masonry bottom, which can be cleaned out from time to time.

Sanitary
conveni-
ences

17. Sanitary conveniences should be provided for hostels on the scale of at least 3 percent of urinals and 8 percent of latrines. They must be placed as far away as possible from the kitchen and dining rooms, and a covered receptacle in which to store the night soil must also be provided. Small dust-bins are also required to hold the sweepings of the rooms and the kitchen refuse. The hostel should be capable of being locked up at night, latrines being furnished within the building.

18. As far as possible the school, the school hostel and the play ground should all be contiguous.

19. The following minimum areas have been tentatively fixed for new construction for Government institutions of various categories :-

(a) Primary Schools.	2 acres.
(b) Middle Schools	5 acres.
(c) High Schools.	10 acres
(d) Intermediate College.	15 acres.
(e) Degree & post graduate Colleges.	20 acres.

Donations

20. Donations from private individuals, associations and local bodies for the construction of educational buildings should be encouraged, and will be accepted according to rules prescribed by the Department. As a rule no institution financed by the Government will be named after a private individual or communal or religious denomination but exceptions in special case may be made by the Government.

21. Annual repairs to Government building are ordinarily carried out by the agencies of the P. W. D. All requisitions for repairs and maintenance should be addressed to the local P. W. D. officer.

Repairs

22. If there are any trees yielding valuable produce the head of the institution or office should arrange to sell by auction the right of collecting the produce and remit the sale proceeds to the treasury.

23. Any money earned as result of 'SHRAMDAN' on the part of students should be credited to the 'Students Fund' and may be utilized for their benefit at the discretion of the Head of the institution.

24. The Superintendents of hostels attached to Government educational institution are entitled to free quarters or allowance.

25. No officer of the Education Department may reside in any part of an educational institution or public office except with the written sanction of the competent authority and on payment of usual rent as per rules in force. Such permission will not be granted unless the portion so occupied can be spared without inconvenience to school work or to office.

Residential
Accommodation.

CHAPTER XIX

Private tuitions and other Avocations.

Rules regarding grant of permission to Teacher for undertaking Private Tuitions and other Avocations

The following are the rules with regard to the grant of permission to teachers for undertaking private tuition and other avocations :—

1. Normally, pupils should not need private tuitions. The policy of the Department, therefore, is to discourage the system of private tuitions. Both the Inspecting officers and the Heads of institutions should use their best endeavours to render this practice unnecessary.

2. Teachers employed in educational institutions must not undertake private tuitions or other private work, without previously obtaining the written sanction of the proper authority in the case of teachers employed in the Government institutions under private management.

Note — Permission should invariably be obtained to undertake private tuitions of any pupil whether the pupil is a regular student or not.

3. (a) Permission to undertake private tuition of a pupil reading in a class taught by the teacher should be sparingly granted and only for special reasons, which should be recorded.

(b) Permission may be granted to teachers of optional subjects to undertake private tuition of pupils reading even in classes taught by such teachers in cases where it is not possible to obtain the services of other teachers.

(c) Principals of Colleges and Headmasters of Schools and Superintendents of Hostels (getting Rs. 20/-p.m. or more as Superintendent Allowance) attached to colleges and schools and teachers permitted to appear for a public examination (for the year for which they have been so permitted to appear) are not allowed to undertake any private tuition.

(d) Applications for permission to undertake private tuitions must be made to the proper authority in the prescribed form (Appendix (XVI)).

(e) In no case, shall the number of private tuitions to be undertaken by a teacher exceed one in the case of colleges and two in that of schools. The total period devoted to tuitions by a teacher shall not exceed an hour and a half in the case of college teachers and two hours in that of school teachers.

(r) The number of pupils in each tuition shall not exceed two in case of college and High School classes, three in case of Middle School Classes and four in that of lower classes.

4. The heads of recognised institutions under private management shall decide applications for permission for private tuitions according to the above rules.

5. Teachers should not be allowed to undertake private tuitions or other private work which may in any way interfere with the proper discharge of their school duties, including the preparation of lessons at home, the correction of exercises and participation in co-curricular activities.

6. The sanctioning authority in respect of Government managed institutions with regard to the permission to undertake private tuitions according to above rules will be as follows:—

<i>Post</i>	<i>Sanctioning authority</i>
1. Lecturer & Professors of Degree and Post-Graduate Colleges.	Head of the Institution.
2. Lecturers and Teachers of Intermediate Colleges.	Head of the Institution.
3. Teachers of High Schools.	Inspector of Schools.

CHAPTER XX

Permission for Appearing at Public Examinations.

Rules regarding grant of permission to teachers, Inspecting Officers & ministerial staff for appearing at Public Examinations

The following are the rules for the grant of permission to teachers, Inspecting Officers and the Ministerial staff of the Department:—

1. Permission to appear at the public examinations may be granted to teachers each year on the recommendation of the Head of the institution concerned in case the candidate for the said examination is likely to become more efficient and useful in respect of his duties in relation to the department, after passing the public examination for which he seeks permission.

2. No permission shall be granted to a teacher or an inspecting officer for appearing at the LL.B. Examination or any other examination in law.

3. (a) Not more than 20% of the members of the staff of an institution shall be permitted to appear at the examinations.

(b) In an institution wherein the number of teachers is below five but not less than two the permission shall be granted to only one teacher.

(c) As regards single teacher schools the permission shall be granted at the maximum rate of 20% of the total number of teachers in all such schools in an Inspectorate.

4. The above permission may be granted to a teacher in case his work and conduct have been entirely satisfactory, and in giving such permission preference shall be given to those who have not been granted permission in the previous session. In the case of Intermediate colleges and High Schools, preference will also be given to the candidates offering subjects useful for the institution concerned. In case of previous and final examinations for University Degrees such as M.A., M. Com., M. Sc., etc. permission will necessarily be given in case a candidate has passed the previous examination in the preceding year, other things remaining the same and without any prejudice to other rules on the subject.

5. No leave shall be granted in connection with the examination except for the period of the examination and if necessary for transit also. The leave will be sanctioned subject to title on production of the programme of the examination concerned by the applicant.

6. Permission shall be given only to confirmed teachers who have put in at least two years approved and continuous service.

7. Officiating or temporary teachers or those on probation shall not be permitted to appear at the public examination, but in very special cases the Director may grant such permission on the merits of an individual case which shall not form a precedent.

8. Teachers permitted to appear at any public examination shall not undertake any private tuition during the session preceding the examination as also shall not diminish their interest and show slackness in the discharge of their duties in respect of both curricular and co-curricular activities of their institutions.

9. Permission to inspecting officers and ministerial staff shall be granted at the discretion of the Director and the immediate officers concerned respectively.

10. In the event of the sanctioning authority being satisfied that any of the conditions laid down under these rules has been violated the permission already granted may be withdrawn at any time.

11. (1) Application to appear at a public examination should be submitted in the proper form (Appendix X) and must reach the sanctioning authority through proper channel by the 15th of August each year. So far as possible orders in respect of the grant of permission should be passed by the 31st August of the same year at the latest.

(2) Heads of institutions should submit all the applications with regard to their institution in single lot and not piecemeal, along with a consolidated statement in the proper form (Appendix XI). The Inspectors of Schools should submit all the application in respect of all the schools in their jurisdiction requiring sanction of their superior authority along with a consolidated statement in the proper form.

12. The Heads of institutions while forwarding an application for grant of permission to the sanctioning authority or their immediate officers should satisfy themselves that the applicant is willing to abide by all the conditions laid down in this connection in the code.

13. The sanctioning authorities with regard to the permission shall be as follows:—

1. Professor & Lecturers Head of the Institution.
in Degree & Post-
Graduate Colleges.
 2. Principal, Lecturers, & ... Director of Education.
Teachers of Interme-
diate Colleges.
 3. Headmaster and Assis- ... Dy. Director of Education.
tant Teacher Training
& High Schools.
 4. Inspecting officers ... Director of Education.
 5. Headmasters of Middle ... Inspector of Schools.
and Primary Schools
and Assistant teachers
of High, Middle and
Primary Schools.
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CHAPTER XXI

Registers and Records.

The following registers and records should be maintained in institutions maintained by Government.

1. Intermediate Colleges and High Schools.*(a) General:—*

1. Visitor's Book.
2. Teachers' Diaries.
3. Head of the Institution's Supervision Register.
4. History of Services; Service Books and Service Rolls.
5. Staff Attendance Register.
6. Office Instruction Book.
7. Log Book.

(b) Financial:—

1. Cash Book and Ledger.
2. Copies of Acquittance Rolls (Pay Bills).
3. Register of Abstract of fees credited to the Treasury or Sub-Treasury.
4. Account-Book of Service Stamps.
5. Fee Receipt Books.
6. Application File for freeships.
7. Monthly Return files.
8. Leave Register.
9. File of applications received for various kinds of scholarships.
10. Stationery Register.
11. Scholars' Dues Book.
12. Pending Files Register.

(c) Correspondence:—

1. Receipt and Despatch Register.
2. Dak Book.
3. Service Stamps Register.
4. Order Book.

5. File of Departmental Orders and Circulars.
6. Public Examinations File.
7. Postal Parcel Book.
8. Railway Parcel Book.
9. The following files:—
 - (i) Teaching Establishment (Personal files of Teachers)
 - (ii) Class IV Servants.
 - (iii) Acquittance Rolls.
 - (iv) Service Stamps.
 - (v) Budget Accounts (a separate part for each budget head).
 - (vi) School accounts (a separate part for each fund).
 - (vii) Admission forms.
 - (viii) Withdrawal applications in alphabetical order.
 - (ix) Scholarships and stipends.
 - (x) Building.
 - (xi) Departmental Returns.
 - (xii) Time Table.
 - (xiii) Annual Reports.
 - (xiv) Budget.
 - (xv) Examinations (a separate part for each examination.)
 - (xvi) Curriculum.
 - (xvii) Games and Sports.
 - (xviii) Hostel.
 - (xix) Departmental Orders.
 - (xx) Furniture
 - (xxi) Co-curricular activities (a separate head for each activity).
 - (xxii) Students applications.
 - (xxiii) Ledger abstracts and account returns.
 - (xxiv) Inspection Notes.
 - (xxv) Miscellaneous.
- (d) Science, Drawing, Agriculture and Manual Training.

1. Stock and Issue Registers for Science, Drawing etc.

- (a) Perishable.
- (b) Imperishable.

(e) Furniture.

- 1. Stock Register.

(f) Library.

- 1. Accession Register.
- 2. Register of Maps and Charts.
- 3. Issue Register for
 - (i) Teachers.
 - (ii) Pupils.
- 4. Suggestion Book.
- 5. Register of Library Books.
- 6. Subject-wise catalogues.
- 7. Register of Library Books.

(g) Sports.

- 1. Stock and Issue Registers of Sports Material.

(h) Class Registers and Time-Table.

- 1. Admission Register.
- 2. Students' Attendance Register.
- 3. Pupils Progress Books (for High School).
- 4. Examination Result Register.
- 5. Transfer Certificate Book.
- 6. General Time-Table.
- 7. Teachers Time-Table.
- 8. Class Time-Table.
- 9. Punishment Register.

2. Middle Schools.**(a) General :**

- 1. Visitors Book.
- 2. Teachers' Diaries.
- 3. Headmasters' Supervision Register.
- 4. Service Books and Service Rolls (for schools directly under Head Office).
- 5. Inspection Book (Log-Book).
- 6. Staff Attendance Register.

(b) Financial :

1. Cash Book and Ledger.
2. Acquittance Rolls.
3. School Fee Register.
4. Register of abstract of fees credited to the Treasury Office or Sub-Treasury Office.
5. Dak Book.
6. Service Stamps Register.
7. Fee Receipt Book.
8. Applications for freeships.
9. Monthly Return File.
10. Leave Register.
11. File of applications for scholarships.
12. Stationery Register.
13. Stationery Issue Register.
14. Pending Files Register.

(c) Correspondence :

1. Receipt and Despatch Register.
2. Dak Book.
3. Order book.
4. File of Departmental orders and circulars.
5. Public Examinations File.
6. Other Files (as required in case of Intermediate College and High Schools shown at No. 9).

(d) Science :

1. Stock & Issue Registers of Science Material.
 - (i) Perishable.
 - (ii) Non-Perishable.

(e) Furniture.

1. Stock Register.

(f) Library Books Register (Accession Register).

2. Issue Register for Teachers.
3. Issue Register for Pupils.
4. Register of Books purchased during the year.
5. Subjectwise Catalogues.

(g) Class Registers and Time-Table :

1. Admission Register.
2. Students attendance Register
3. Pupils Progress Books.
4. Examination Result Register.

5. Transfer Certificate Book.
6. General Time-Table.
7. Teachers' Time-Table.
8. Class Time-Table.
9. Punishment Register.

3. Primary Schools.

(a) General :

1. Visitors' Book.
2. Headmaster's Supervision Register.
3. Inspection Book (Log Book).

- #### (b)
1. Dak Book of Service Stamps.
 2. Leave Register.

(c) Correspondence :

1. Receipt and Despatch Registers.
2. Dak Books.
3. File of Departmental Orders and Circulars.
4. Other Files.

(d) Furniture :

1. Stock Register.

(e) Library :

1. Library Register (Accession Register).
2. Issue Register.
3. Subject-wise Catalogues.

(f) Class Registers and Time-Tables :

1. Admission Register.
2. Students' Attendance Register.
3. Pupils' Progress Books.
4. Examination Results Register.
5. Transfer Certificate Book.
6. General Time-Table.
7. Teachers' Time-Table.
8. Class Time-Table.

- NOTE:--
1. Accounts correspondence and office procedure manuals shall be in accordance with the Government rules thereon.
 2. Inspection Notes of educational officers shall be kept in all the institutions.

4. Hostels and Boarding Houses :

1. Attendance Register.
2. Admission Register.
3. Cash Book.
4. Ledger.

5. Stock Register.
6. Mess Account Book.
7. Order Book.
8. Log Book.
9. Staff Attendance Register.
10. Health Record Book.
11. Receipt and Despatch Register.
12. Visitors' Book.
13. Pending File Book.
14. Circular Book.
15. Leave Register.
16. Files regarding the following :
 - (a) Establishment
 - (b) Class IV servants.
 - (c) Acquittance Roll.
 - (d) Accounts.
 - (e) Boarders' Personal Records.
 - (f) Furniture.
 - (g) Returns.
 - (h) Annual Reports.
 - (i) Budget.
 - (j) Sanctions.
 - (k) Orders.
 - (l) Miscellaneous.

**Progress
Books.**

5. (a) Head of High, Middle and Primary Schools (Classes III to V) shall arrange to keep Progress Books of students generally on the lines suggested vide Appendix XXII.

(b) All progress Books shall be filled in by the class teacher and kept in the class.

(c) These Progress Books shall be sent monthly to guardians of the students for their information and signature.

(d) The students shall return these Progress Books to the class-teacher before the 10th of each month duly signed by their parents or guardians.

(e) Every Progress Book shall be signed by the Head of the institution and the class-teacher.

(f) Progress Books shall be given to the students along with the Leaving Certificate when they finally leave the school.

**Instructions
for the
mainten-
ance of Re-
gisters and
other
Records.**

6. *Visitors' Book.*—on the Visitors' Book only distinguished visitors may be asked to write their remarks.

7. *Log Book*—The Head of the institution should enter in the log book the results of his class inspections and other facts concerning the institution or its teachers such as commencement of duty, cautions, illness, etc., which are likely to be required for future reference. No entry once made in the log book may be removed, nor may it be altered other-wise than by a subsequent entry.

8. *Order Book*.—In the Order Book, each order should be numbered and dated. Numbering should be renewed every year. The orders need not be circulated but their copy must be put up the notice board at once.

9. *Circular Book*.—In the circular book all circulars received from the Department or and the University should be posted.

10. *Officer Instructions Book*.—In the Office, Instruction Book, should be kept a full copy of all instructions pertaining to office work given to the ministerial staff from time to time.

11. *General Stock Register*.—(a) Different articles of furniture such as table, chairs desks, etc., should be entered in the stock Register. As their number is generally very large sufficient space should be reserved for them according to their present number and future supply for 10 years. Other stock which is small in number may be entered together under descriptive heads e. g. garden tools, black board, geometrical instruments, games, sports and gymnastics material of a more or less permanent character, water-room requisities, sanitary requisities, first aid appliances, stationery of a lasting character, etc. Stock which can not come under any descriptive head should be classed as miscellaneous. A list of all furniture and head with the number of page on which it is entered in the stock register should be given in the beginning of the register.

(b) Each article of furniture should as far as possible have initial letters of the name of the school and its particular number written on it in stencil at a place where there is the least chance of its becoming obliterated in use.

(c) All stock should have its quality, size and stencil number clearly entered in the stock register in its proper place under the head 'Name of article with full description'.

(d) All stock should be checked every year in April by the head of the institution or any senior teacher deputed by him and a report of all excess and shortage prepared by the 30th April.

(e) After checking, a list of all stock rendered unserviceable sold or lost should be prepared by the Head of the institution in the form supplied by the department and put up with the stock before the competent authority at his next inspection. Nothing which can be rendered serviceable after necessary repairs should be included in the list. All unserviceable stock entered in the list should be labelled with its serial number on the list and carefully preserved till orders to write them off are received from the competent authority (Ref. Schedule of powers). All papers concerning the sale or loss of stock included in the list should be put up with the list.

(f) The stock balance need not be struck off every year but a fresh stock register may be prepared after every 10 years or so.

12. *Games Register.*—(a) Games material like goal-posts, pumps etc. which last long should be entered in the general stock register. In the games register only solution tubes, laces, chalk glue, bats, balls, bladders, etc. which have to be issued and replaced very frequently should be entered.

(b) In the games register only material like glue, chalk, etc. which is generally of one variety may be entered together on the same page but material like bats, ball, football covers, hockey-sticks, etc. of which there are several varieties should be entered on separate pages e.g., cricket bats on one page, badminton rackets on another, hockey-sticks on the the third and so on.

(c) A fresh list should be made of all stock every year. It may be made on same page if there is space on it otherwise on a different page.

(d) In the column of particulars full description must be written, e.g., under the heading cricket bats must be written 'challenge' 'Practice' 'Imperial' 'Khalsa' etc., each kind in a separate line.

(e) The material once issued from the stock should not be taken back and mixed with brand new material. It should remain with the teacher incharge of games till it is condemned as unserviceable.

13. *Drawing Stock Register.*— In the Drawing Stock Register, books, plates, copy-books, models, colouring requisities, drawing requisities all should be entered under separate heads with at least one line reserved for each item of each article. stock should be checked every year and unserviceable items written off as in the case of General Stock.

14. *Physics and Chemistry Stock Register.*— In the physics and Chemistry stock books:—

- (a) All physics and chemistry stock should be entered in its stock book alphabetically, a page or so reserved for each letter and an index prefixed to the register for easy reference.
- (b) In the case of consumable stock the balance of the year's receipt and expenditure will be struck every year in April and carried forward to the next year, but it is, not necessary in the case of non consumable stock.
- (c) All breakage due to neglect and carelessness should be charged. If the cost of any breakage exceeds Rs 2/- and it is not to be charged in full, it should be reported to the head within 3 days for orders.

15. *Abstract of all Ledger*— An abstract of all ledger heads should be prepared in the prescribed form by the 5th of each month to see that its balance tallies exactly with that of the cash book on the last date of the month.

16. *Scholars' Dues Book.*— In the scholars' dues Book should be entered all the dues outstanding against a scholar when his name is struck off. The names should be written in alphabetical order, reserving a certain number of pages in the book for each letter in the beginning of the book.

17. *Scholars' Register* — (a) A Scholars' Register in the Form given in Appendix XIX will be prepared for every scholar joining a recognised institution of any and every grade. The scholars' register must be written either by the head of the institution himself or by some teacher under his superintendence but the conduct and work record must always be filled in by him.

(b) Successive numbers must be allotted to scholars on their admission and each scholar will retain his number through out the whole of his career in the institution. A scholar returning to the institution after absence of any duration will not have a new scholars' register opened for him but will resume his original number in the scholars' register and have his old register revised.

(c) The Scholars' Register will be bound in volumes of a convenient size, each volume containing 100 forms of scholars' register in the serial order of the scholars' admission. The registers must be preceded by an alphabetical index, a page or as much space as is necessary being allotted to each letter, the margin being

cut in the usual way to admit of ready reference to the letter. Against each name in this alphabetical index must be entered the number under which the scholar is entered in the register. The registers must be posted regularly.

(d) In record 'A' the first column is meant for dates of admissions as well as re-admission. The name of the month should always be written in full as July and not in figure as 7 or VII. All the figures of the year should be written and not only the last two. In column third casual removals should be entered very briefly e.g., continuous absence, voluntary withdrawal expulsion, nonpayment of dues, transfer, etc.

(e) In record 'B' in column 2 the date of birth should be written in full as 20th May, 1922, and no change should be made except on sufficient ground in the age entry of the boy in the school college record during his career in the school or the college.

(f) In record 'C' the date of promotion should be taken as 1st May, unless promotion is given in the middle of the session and the date of passing a standard for purposes of column 2, as the 29th April. For failure 1st May should be written in column 2, and failed' in column No. 6.

(g) Record 'D' will form as annual record of the scholar's conduct. At the beginning of each school/college year a heading will be written in large characters denoting the year. Below this will be entered in brief details every instance of serious misconduct, and the punishment awarded and any special distinction with prize, if any, received as also the fact of a scholar being the monitor, assistant monitor of his team. Each entry must be preceded by a serial number running from the first to the last entry. The record of the conduct for each year will be contained if necessary on additional blank pages to be attached when required. Each entry should be as brief as possible.

(h) In the case of a scholar who does not rejoin after the winter holidays the date of his removal will be the 31st December preceding and in that of a scholar who does not rejoin after the summer vacation the date of his removal will be the 30th June preceding.

(i) Upon the receipt of an application for the leaving copy of the scholars' register under the rules, the head of the institution will cause the several records contained therein to be posted upto date and will sign and date the following certificate on the scholars' register —

“Certified that the above scholar's register has been posted upto date of the scholar's leaving as required by the Department Rules”.

(j) The head of the institution will keep-copies of the scholars' registers brought by scholars from their former institutions in port-folio, arranged for easy reference and return to each scholar his copies upon his leaving the institution. An index must be prefixed to the port folio showing the name of scholar whose copies of scholars' register are thus received, the date of their return to the scholar or his guardian, and of the receipt for their delivery.

18. Attendance Register:—The following are the rules for the maintenance of the Attendance Register:—

- (1) There should be a separate attendance register for each class or section of a class. The number of pages in it should be just enough for one year's requirements. It need not have stiff boards for binding but only covers of thick brown paper. At the end of the year the registers for all the classes should be bound in one volume for record purpose.
- (2) The attendance of all the scholars should be regularly marked by the class teacher in the attendance register twice daily during the first five minutes of the first and the second meeting.
- (3) The form in which the attendance register should be maintained in Government schools and Intermediate Colleges will be prescribed by the Director.
- (4) Presence must be marked with a Capital 'P' and absence with a Capital 'A'. If the scholar absent has received leave of absence or sick leave from the head of the institution or by his permission from the class teacher, or 'L' should be added after 'A'.
- (5) The entries must be made in ink, never in pencil or inked over afterwards. They should be all neat and unambiguous.
- (6) After the attendance register is closed no scholar must be marked as present.
- (7) The register must be original and not copied from slate-papers, etc., on presence of keeping it clean or on any other plea.
- (8) There should be no erasures; if any mistake has been made, a red line should be drawn across it and a correct entry made in red ink and initialled.

- (9) There should be no blanks or dots in the attendance column.
- (10) There should be two school/college meetings. A scholar leaving during the course of either meeting should be marked absent for that meeting, and his mark for presence must be cancelled in red ink and initialled.
- (11) When a whole or half holiday occurs, line should be drawn down the column or columns in the middle of which should be written 'Sunday', 'Basant Panchami' etc., as the occasion may be. For longer period 'Holiday' should be written across the columns.
- (12) When a scholar's name has been struck off, a red line should be drawn from the date he ceases to attend the institution upto the last date of month, and the words "Struck off" written in the 'Remarks column against it.
- (13) In attendance column nothing should be written except "P", "A", "AS", "AL" and entries under 11.
- (14) The total attendance and number of scholars should be entered daily.
- (15) All the entries at the bottom of the register for each month and totals of attendance, absence, leave, fees, fines, etc., should be completed by the 15th of next month.
- (16) The serial numbers, admission numbers and names of scholars for each month will be written by the class teacher on the last date of the previous month.

19. *Admission Register*:—The Admission Register shall be in the Form given in Appendix XX.

CHAPTER XXII

Channel of Correspondence.

A certain amount of discretion is left to the officers concerned, but in ordinary circumstances the channels of correspondence will be as follows :—

- (1) The Director will correspond with Divisional and District officers of other departments, Deputy Directors, Inspector of Sanskrit Pathshalas, Assistant Directresses, Registrar, Departmental the Principal Sadul Public School directly and with Government through the Education Secretary.
- (2) The Deputy Director will correspond with the Director, the Principals of Inter Colleges and the Inspectors. They will also correspond with the Divisional and District officers of other departments directly in matters of general importance affecting the division as a whole or a part thereof.
- (3) The Inspectors and the Principals of Intermediate Colleges will correspond with Deputy Director of the range concerned. They can also correspond with the District Officers of other departments.
- (4) Deputy Director Planning, Deputy Director Social Education, Assistant Director or Directress, Registrar, Departmental Examinations, Inspector of Sanskrit Pathshalas, Principal Sadul Public School, will correspond with the Director directly.
- (5) Headmasters of High Schools and Basic S. T. C. Training Schools, District Social Education Officers, Headmistresses of High Schools and women's Training Institutions, will not address the Director, direct, except in replying to letters received direct from the Director or on matters of urgency in which case a D.O. letter may be addressed and a copy of the correspondence should invariably be sent to the immediate officer concerned. The above mentioned officers will correspond only with their immediate officers and their own subordinates.
- (6) Headmistresses of Middle Schools Primary Schools and Sub-deputy Inspectresses will communicate only with

the Deputy Inspectresses concerned. They can address the Assistant Directress or other officers of the department above her direct only in replying to letter received direct, in which case copies of the correspondence should invariably be sent to the immediate officer concerned for information and perusal.

- (7) Similarly all assistants will correspond with the officers other than the immediate officer concerned always through proper channel.
 - (8) No action will be taken on any correspondence not undertaken through proper channel of correspondence, but no officer shall detain a letter, application or any other communication addressed to a higher authority for more than a week and invariably forward the same with remarks within the above time-limit to the addressee through proper channel.
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CHAPTER XXIII

Administration Reports-General Directions.

(a) The following principles should be strictly followed by the writers of the main reports and sub-reports:—

1. The report should contain only the statement of really note-worthy facts in the history of the year's administration of the department under their control and supervision and such other matters as may be of general interest to the public.
2. The briefer the report the better, provided that it says all that is needed for an intelligent comprehension of the facts and figures and brings out the salient features of the year's work.
3. The body of the report should be almost entirely in a narrative form. It will occasionally be necessary to introduce tables of comparative statistics into the narrative but such tables should be brief and simple and their number rigidly restricted.
4. The report shall be cast into separate paragraphs which shall be numbered.
5. The report should contain only the explanation of really important or suggestive variation in the statistics. No further paraphrasing or reproduction of the statistics should be allowed in the report.
6. The introduction into the text of a large number of tables of statistics (generally a reproduction in an abridged form of the statistics in the appendix) detracts from the value and interest of a report. All attempts, therefore, to offer an explanation of variation of figures which are not important or unusual should be avoided unless the fact adduced in explanation is in itself important enough to demand mention.
7. Cross references between the statistical tables and the paragraphs discussing them should be given by means of marginal entries on the paragraphs.
8. Heads of educational institution in direct correspondence with the Head office shall generally arrange the Annual Reports of the institution under their charge under the

Heads for
adminis-
tration
report,

following heads and submit the same to their immediate officers annually before the 15th July so that the same may reach the Director of Education before the 15th August annually.

- (1) Charge.
- (2) Staff changes.
 - (a) Transfers.
 - (b) Additions.
 - (c) Promotions.
- (3) Total number of students:
 - (a) In each class.
 - (b) Average attendance.
- (4) Examination Results.
- (5) Progress of scheduled class students.
- (6) Scholarship-holders and their progress.
- (7) School fund statements.
- (8) Sporting activities and statements.
- (9) Office:—
 - (a) Accounts.
 - (b) Correspondence.
 - (c) Library.
- (10) Buildings:—
 - (a) Additions.
 - (b) Repairs.
 - (c) Furniture.
- (11) Special events (if any)
- (12) Suggestions for improvements.
- (13) General observations.
- (14) Appendices.

9. Inspectors shall receive separate annual reports from the Headmasters of High & Training Schools, in their circles. After a careful scrutiny report the Inspectors shall prepare a single report and submit the same to the Deputy Director by the 10th August every year. The report shall be compiled under the following heads:—

(1) Charge

(2) Administrative changes in the circle

(3) Tour:—

(a) Programme.

(b) Total days.

(c) Number of schools inspected with dates and months.

(d) Remarks in school.

(i) Academical

(ii) Administrative.

(iii) Tutorial staff

(iv) Games and general activity.

(e) Brief suggestions if essential.

(4) Notes on Primary and Secondary Education.

(a) Increase, decrease or transfer of schools and scholars.

(b) Raising the grades of schools.

(5) Aided Schools:—

(a) Increase or decrease in the number of schools and scholars.

(b) Enforcement in practice of departmental rules in relation to staff, accounts, registers and discipline

(6) Self-supporting schools.

(7) Notes on the secondary schools.

(8) General remarks in outline:—

- (a) Women's.
- (b) Athletic activities.
- (c) Manual training.
- (d) Agriculture training.
- (e) Result of state examinations.
- (f) Boy-scouts.

(9) Note-worthy events.

(10) General observations and suggestions.

(11) Appendices.

10 The Deputy Director will send these reports to the Director before 31st August each year. The Inspector, Sanskrit Pathshalas, Assistant Directresses, Registrar Departmental Examinations, Deputy Director Social Education, Deputy Director Planning shall send similar reports to the Director before the 15th of July every year.

CHAPTER XXIV

Instruction to Heads and tutorial staff.

The following instructions are laid down for the guidance of the heads and the tutorial staff with a view to improving the tone of internal working and standard of teaching in State educational institutions:—

General Instructions to the Heads of the Institutions and the Tutorial staff.

1. *Instructions for Heads:*— Heads of institutions should thoroughly study the Education Code and follow the instructions contained in the same in letter and spirit. Any doubt regarding interpretation of any clause in the code should be preferred to the Director and his ruling as to its meaning obtained.
- (2) Heads of institutions should particularly see that the building of the institution and its premises are kept clean and tidy and maintained in proper sanitary condition and good repair. It is desirable that school buildings are white-washed every year and furniture maintained in good condition.
- (3) Heads of the institutions are advised to show proper courtesy towards the parents and guardians of students and the staff under them.
- (4) Heads will do well to remember that educational progress depends upon their personal interest in the institution under their charge and on real co-operation with the tutorial staff.
- (5) Constant supervision of teaching work and methods and proper guidance to teachers, when necessary, form the most important function of the Heads. They should satisfy themselves that the teachers are carrying out the academical programme as chalked out by them.
- (6) Quickness in despatch, strict constitutional procedure and prompt executive action should be their watch-words.

- (7) Heads of the institutions who have administrative functions to perform, should leave their addresses whenever they leave their headquarters during vacations or long holidays or for any other reason. This will facilitate consultation with them.
- (8) They should make proper arrangements for the discharge of administrative function of their offices concerned during their absence, and get them duly sanctioned in good time by the competent authority.
- (9) They should keep in their office a list of note-books which students of different classes are expected to keep. It should further be noted that home-work is given regularly and punctually and duly corrected by teachers.
- (10) Heads of the institutions should prepare at the commencement of each academic year, a school time-table on sound lines and with judicious care.
- (11) The time-table should give an analysis of each teacher's work under the number of 'hours' and 'nature of subjects' given to him. Number of hours devoted to each subject in a month should be shown.
12. Every class-room should have a time table placed in a prominent place.
13. Heads are expected to note the zeal and care that teachers devote to the examination and correction of class exercises and answer-papers in the examinations.
14. They should bring to the notice of the Director all purely voluntary efforts of teachers outside school hours which they make in the interest of the physical, aesthetic, moral and intellectual improvement of students. The annual report of the institution should mention such efforts.
15. Heads of institutions are recommended to encourage and start debating societies and literary clubs. Before starting, however, they should frame proper constitutions and rules.

16. Heads are expected to devote special attention to the promotion of sports of various kinds. It is desirable that students should have some sort of regular exercise in the after-noon. Heads should devise means to impress the urgency of this aspect of student-life on students. They should see that the advice is translated into practice and all reasonable facilities with regard to sports material are given to students.
17. Every institution should, if possible, celebrate an annual function either as an 'Anniversary' or Prize Distribution Ceremony. Efforts should be made on such occasions to invite prominent citizens and parents of students with a view to getting them interested in and acquainting them with the work of the institution. This will secure co-operation and sympathy of guardians, which is so essential for the advancement of education.
18. Inter class and inter-school sports should be encouraged and due emphasis should be put on loyalty to one's school rather than on an attempt for personal distinction.
19. In Colleges, High Schools and special institutions magazines of institutions should be started with a view to cultivating and encouraging the art of self-expression amongst students.
20. At suitable intervals, Heads should supervise notes prepared by teacher for their class lectures and use of 'keys' both by teachers and students should be strictly prohibited.
21. Heads of institutions should keep a record of the supervision of the work of their staff in a regular note-book.
22. It is open to the Heads of the institutions to distribute some of their duties with respect to the supervision of the office work to the colleagues but the ultimate responsibility for the efficiency of their office will be theirs.
23. Educational excursions have a peculiar value in student life. Heads of College and High Schools should encourage such excursions during vacations or

holidays. The Director of Education will welcome reasonable proposals for expenditure over excursions provided funds permit; the following information should be submitted along with the application for approval and sanction:—

- (a) Programme of places to be visited during the excursion clearly stating their historical, geographical, scientific or industrial value for education.
- (b) Clear estimates of total expenses of such excursions based on the number of students, teachers and servants.
- (c) Amount contributed by students and teachers towards the expenses of the excursion.
- (d) The contribution that the Head of the institution can make from the sports fund.
- (e) The contribution expected from the Department.

Note:—The competent authority may sanction the excursion provided he is satisfied that such excursion will result in definite educational benefit to the students and that excursion is timed in holidays and thus involves no loss in the regular work of the institution.

- 24. *Instructions for Tutorial Staff.* To teachers is recommended the precept "the best text-book for all students is the teacher". His attitudes, personal appearance and habits all affect the growing minds of his pupils and influence their development.
- 25. They should remember that they are educating their students in order to fit them to participate creatively as citizens in the emerging democratic social order.
- 26. They should, instead of trying to impart static ready made knowledge to their students, encourage them to acquire it through personal effort and initiative.
- 27. The methods of instruction should be adapted to the needs of the individual student as much as possible so that dull, average and bright students may all have a chance to progress at their own pace.
- 28. They should provide opportunities to their students to work in groups and carry out group projects and activities so as to develop in them the qualities necessary for group life and co-operative work.

29. They should plan their work for the whole session in general and for its current portion in detail and put a copy of it in the class-room to apprise the students of the same.
30. They should always go to the class well prepared with the subject they are going to teach and fully equipped with the aids required to illustrate it.
31. In order to be able to arouse sympathetic interest among the students in the affairs of their country and the world and make them take intelligent and constructive interest in them, they should keep themselves thoroughly conversant with the current events and tendencies.
32. More than increasing the quantum of knowledge of their students, they should try to inculcate in them desirable values, proper attitudes and habits of work.
33. They would popularise the use of the class and the school libraries by means of individual and group assignment work.
34. In order to encourage students to learn actively and apply practically the knowledge they have acquired in their class-room, "Expression work" of different kinds should be made a part of the programme in every subject.
35. They should maintain records of the achievements of the pupils in such subjects and activities as fall under their control and supervision and make the same available to them to help each pupil know about his abilities, skills and interests. They should try to organise different types of work on the basis of individual differences thus discovered.
36. All written work should be carefully set and regularly corrected, the common mistakes should be explained in the class and the pupils asked to re-write the correct form.
37. In all practical work, they should see that the apparatus, tools or implements, etc., are ready for use before the period begins.

38. They are expected to help the head of the institution in seeing that the class-rooms are kept clean and class furniture is not wilfully damaged by the students.
39. They should in dealing with the pupils, avoid ridicule, sarcasm or epithets of condemnations. They should instead of employing fear as a motivating technique, try to create such an environment in which a child may feel secure, free and happy.
40. Every teacher should have the attitude of a learner throughout his life and should strive to equip himself more for his all important job by acquiring greater academic and professional knowledge; he should actively participate in all such activities as provide him with new experiences that go to make his life rich and full.
41. They should not confine themselves to the text book but supplement it with relevant up-to-date information and correlate it with the present day world and the students' life and experience.
42. They should actively participate in the co-curricular activities of the school; to the extent they do so they will understand their students and be in a position to help their all round development.

Instructions for Class Teachers.

43. However efficient general arrangements in a school in respect of teaching, organisation, etc., may be, individual attention and care are essential for the satisfactory development of young students. Just as this need is fulfilled at home by the parents, in the school the responsibility is to be shouldered by the class teacher.
44. The class teacher should watch and take necessary steps for all round progress (academic, physical, Social, cultural and moral) of the pupils of his class and keep records thereof.
45. He should pay special attention to the bright and the backward pupils, take steps necessary for their maximum progress and maintain proper records.
46. He should encourage the pupils to conduct the various cultural and other activities themselves and keep himself

as much in the back-round as possible, guiding them only when necessary.

47. He should try to enlist the co-operation of the guardians in the interest of the pupils of his class, specially in cases that present some difficulty in his efforts to help them.
48. He should seek and create opportunities of informal contacts with the pupils and by his sympathetic and helpful attitude encourage them to bring their difficulties to him for solution.
49. He should co-ordinate the home assignments given to the pupils by different subject teachers so that assignment in one subject may not be out of proportion to the total assignment nor the latter too much for the pupils.
50. He should arrange for extra hours or detention classes at the school for such pupils as fail to do their home-work.
51. He should bring to the notice of the Headmaster cases of moral delinquency or breach of discipline that he is not empowered or able to deal with.
52. He should take the attendance of his class punctually and regularly and keep the Attendance Register neat and up-to-date.
53. He should make the necessary entries in the Progress Reports of his pupils and get them signed by their guardians regularly and in time.
54. He should realise and deposit the school dues in time maintain proper accounts thereof.
55. He should recommend to the Headmaster, deserving cases of freeships and scholarships on the basis of merit or poverty or both.
56. He should exercise the powers delegated to him by the Headmaster in respect of leave, etc., with proper judgment.
57. He should see that suitable arrangements exist for pupils or taking their light refreshment in the long

recess and that they are not working at the cost of their health; the pupils can bring something with them from home.

58. He should see that arrangements for light, ventilation, tidiness, seating, etc., in the class-room are satisfactory.
 59. He should on detection of a physical ailment or defect like trachoma, adenoids, bad teeth, tonsils, itch, etc., insist upon its proper treatment.
 60. In case where medical advice suggest specific steps to be taken, he should see that the follow up-work is done.
 61. He should encourage his pupils to cultivate interest in some hobby; education for leisure is as much important as education for labour.
 62. He should try to promote right habits of personal and social hygiene, develop proper attitudes and inculcate sound moral values.
 63. He should try to develop self-confidence in his pupils by emphasising strong points in them. Seizing upon their weak points and pointing them out every now and then is highly detrimental to the healthy development of the pupils personality.
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CHAPTER XXV

Copy of Rules regarding contribution from Private individuals or Public bodies for Educational purposes.

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The Government of Rajasthan is pleased to lay down the following rules regulating the offer and acceptance of contributions from private individuals or public bodies for the purposes of public educational institutions:—

1. These Rules may be cited as the Rajasthan Public Educational Institutions (Contributions) Rules, 1951.

2. In these Rules:—

- (i) 'Contribution' means contribution in cash or in kind or partly in cash and partly in kind and includes the dedication of a building, an open space or a plot of land, whether bounded or not;
- (ii) 'Construction' includes addition to, the repair or reclamation of, an existing building;
- (iii) 'Donor' means the person individually, or a number of persons collectively, making a contribution and includes a public body making such contribution;
- (iv) 'Equipment' means the materials needed for furnishing a public educational institution, such as scientific apparatus, furniture, maps, books or the like;
- (v) 'Government' means the Government of Rajasthan.
- (vi) 'Public body, means a group of persons, by whatsoever designation known, formed or registered under or in pursuance of some law for the time being in force; and
- (vii) 'Public educational institution' means an educational institution maintained or intended to be maintained, wholly by or at the expense of the Government

A contribution under these Rules :—

- (a) may be for the construction of a building for, or for the equipment or maintenance of, or for any other purpose for object connected with a public educational institution, and
- (b) may, subject to acceptance by the Government, consist of any property movable or immovable, legally transferable contract and to alienate the property forming the subject matter of the contribution.

4. Every contribution made under these Rules shall be applied to the specific object or purpose for which it shall have been made.

5. (1) Any person or persons or public body desiring to make a contribution under these Rules shall apply in writing to the Government making an offer for the same, specifying the purpose or object for which, and the conditions, if any, subject to which, the offer is made.

(2) Such application may be addressed and presented either to the Secretary to the Government in the Education Department or to the Director of Education, Rajasthan.

(3) The officer receiving an application under this rule shall, before submitting the same for the orders of the Government make such inquiry, if any, as he may deem necessary for and relevant to the disposal thereof.

(4) In particular and without prejudice to the generality of the power conferred on him by sub-rule (3), such officer shall, either himself or through any of his subordinates, conduct a thorough inquiry into the matters specified in rule 7 and shall record his considered finding in respect of each.

6. (1) The Government may accept an offer of a contribution made under rule 6:—

- (a) if it fulfils the requirements of rule 3,
- (b) if it proceeds from a person or persons or a public body competent to contract and to alienate the property or thing proposed to be contributed.
- (c) if it is unconditional or, where any conditions are attached to it, if such conditions are reasonable,

- (d) if the subject-matter of the contribution is in its opinion sufficient to achieve the object or purpose in view, and.
- (e) if the contribution is likely to meet a genuine educational need of any area or locality.

(2) In dealing with a conditional offer of a contribution, the Government or the officer to whom an application is made for the purpose may suggest a modification of any condition or conditions attached to the offer and when such modification is accepted in writing by the intending donor, the condition or conditions as so modified shall be deemed to be condition or conditions attached to the contribution.

7. (1) Where the Government accepts a contribution under these Rules for the construction of a building for a public educational institution, it may, if necessary, allot, free of all charges, land best suited in the opinion of the State Education Department for the purpose and not otherwise needed for some preferable public utility service, on the following conditions namely :—

(a) that the land shall remain the property of the Government.

(b) that the building in question shall be constructed, furnished and equipped in accordance with the plan prepared by the State Public Works Deptt and approved by the Government in the Department of Education, and

(c) that the building so constructed and all its furnishings and equipment shall vest in the State Education Department.

(2) Subject to the conditions specified in sub-rule (1), the Government may proceed to acquire, at its cost or at the cost of the donor or at the cost partly of the Government and partly of the donor, any land or building needed for the purpose under the law for the time being in force for the compulsory acquisition of land for public purposes.

(3) The construction of the building shall ordinarily be carried on through the agency of the Government.

(4) In particular cases the Government may for special reasons permit the donor to carry on and conduct such construction, and in each such case the Government may undertake to

arrange, so far as may be possible after taking into consideration other needs of the time, for priority in the supply of controlled building materials, if any, for the purpose of such construction.

8 Government may, in suitable cases, and if so desired by the donor:—

(a) permit the engraving at any place in the building constructed in consequence of his contribution of an inscription descriptive of the donor's name and other specified particulars, and

(b) agree to name the public educational institution for which the contribution shall have been made after the donor or any other person named by him.

9. All offers for contributions under these Rules shall be promptly dealt with and sympathetically considered.

10. When any contribution under these Rules is accepted by the Government, the fact of such acceptance along with full details thereof shall be notified in the Rajasthan Gazette.

(Sd.) S. K. ZIBBU,

*Education Secretary to the Government of
Rajasthan, Jaipur.*

*Assistant Secretary to Government,
Education (C) Department.*

APPENDIX I

1. Periodical statements from Dy. Directors and Inspectors to be submitted to Director of Education and Dy. Directors of Education respectively.

	To Dy. Directors of Education.	To Director of Education.
1. Monthly list of vacancies	5th of next month.	5th of next month.
2. Quarterly statement of monthly attendance returns.	15th of next quarter.	...
3. Budget proposals with list of additional teachers required and new schools to be opened, next year.	15th August each year.	31st August each year.
4. Annual reports with report on Agriculture farms.	1st August each year.	16th August each year.
5. Recommendations for grant-in-aid.	15th July each year.	31st July each year.
6. Monthly statement of Income and Expenditure.	10th of next month.	10th of next month.
7. Monthly statement of pension and Gratuity cases.		15th of next month.
8. Quarterly return of retired officials.		15th of the next quarter i.e. 15th April 15th July 15th October & 15th January.
9. Establishment returns		31st of May every year. (To be sent to the Accountant General).

NOTE :—The Inspectors of Schools shall call for these and other similar statements from their sub-ordinate officers so as to reach them at least 10 days before submission of the above statements to higher authorities.

APPENDIX II.

Periodical Inspections.

<i>Name of Office or institutions.</i>	<i>Designation of the inspecting Officers.</i>	<i>Intervals of inspections.</i>
1. Office of the Director of Education.	Section Officers . . .	One year.
2. Office of the Registrar, Examinations.	Registrar of Departmental Examinations.	One year.
3. Office of the Deputy Directors.	Deputy Director of Education (concerned).	Quarterly.
4. Office of the Deputy Directors.	Director of Education accompanied with Accounts Officer,	Once a year.
5. Offices of Inspectors of Schools.	Inspectors of Schools Concerned.	Once a year.
6. Offices of Inspectors of Schools.	Deputy Director & Director of Education.	Once a year.
7. Office of the institutions having direct correspondence with the Head Office.	Director of Education . . .	Once a year.
8. Office of the institutions having direct correspondence with the Head Office.	Heads of Institutions . . .	Once in six months.
9. Intermediate Colleges . . .	Director of Education . . .	Once a year.
10. Colleges . . .	Principals . . .	Once in six months.
11. High Schools. . .	Director of Education . . .	As convenient.
12. High Schools, . . .	Deputy Director of Education.	Once in 3 years
13. High Schools. . .	Inspector of Schools . . .	Once a year.
14. High Schools. . .	Headmaster . . .	Once in six months.
15. Middle Schools . . .	Inspectors . . .	Once in 3 years.
16. Middle Schools . . .	Deputy Inspectors . . .	Once a year.
17. Middle Schools . . .	Headmasters . . .	Once in six months.
18. Primary Schools . . .	Deputy Inspectors . . .	Once in 3 years.
19. Primary Schools . . .	Sub-Deputy Inspectors . . .	Twice a year with an interval not less than 4 months.
20. Primary Schools . . .	Head Teacher . . .	Quarterly.
21. Aided and Recognised Schools.	Head Teacher . . .	Quarterly.
22. Special Schools . . .	Deputy Director of Inspector.	Once a year.
23. Special Schools . . .	Headmaster . . .	Quarterly.
24. Independent Institutions.	Deputy Director of Education.	Once a year.

APPENDIX III

Periodical returns and statements.

(TO BE SUBMITTED TO IMMEDIATE OFFICERS)

<i>Name of returns or statement.</i>	<i>By whom to be submitted.</i>	<i>Date of submission.</i>
1. Statement regarding inspection of Schools by S. D. Is. and D. Is.	Inspectors	20th July annual
2. Graded list	Inspectors & Heads of Institutions under direct supervision of I S.	20th July annual
3. Annual Account	Inspectors.	10th August
4. Annual Administration Report with report of Agricultural Farm.	Inspectors & Heads of Institutions under direct supervision of I. S.	15th August.
5. State Property Statement.	Inspectors & Heads of Institutions under direct supervision of I S.	20th August.
6. Budget proposals	Inspectors & Heads of Institutions under direct supervision of I S.	20th November
7. Recommendation for sanctioning grant-in-aid.	Inspectors.	1st January and 10th June (6 monthly)
8. Monthly accounts	Inspectors	10th of next month.
9. Quarterly Statement of appointments transfers and dismissals.	Inspectors	15th July 15th October.
10. Quarterly statement of Inspection Diaries, of S. D. Is.	Inspectors	15th of next month.
11. Monthly statement showing attendance of students.	Inspectors Heads of institutions	10th of the next month 5th of next month.
12. Monthly return showing attendance of students	Headmasters of Institutions.	5th of next month.
13. Acquittance Rolls with tuition fees statements.	Headmasters of Institutions.	10th of each month.
14. Copies of Acquittance Rolls (vouchers).	Headmasters of Institutions.	10th of each month.
15. Statement of files disposed of and those pending disposal.	Inspectors	Six monthly 15th January & 16th July.
16. Applications from teachers for B. Ed. Training.	Heads of Institutions and Inspectors.	Before 7th of February.

APPENDIX IV.

[SEE CHAPTER IV, RULE 10]

INSPECTION NOTES.

An Inspecting Officer's report on an educational institution should deal with the following points :—

1. Staff.

(a) Is the number of teachers adequate and is the staff maintained at a reasonable level of efficiency ?

(b) Have there been any changes in the staff since the last inspection ? If so, what and why ?

(c) Are the qualifications of the staff satisfactory ? Are there any incompetent and insufficiently qualified teachers on the staff ?

(d) What is the proportion of trained and untrained teachers and which teachers should undergo training ?

(e) Has any teacher outside interests or responsibilities which interfere with the proper discharge of his school duties ? How many teachers are engaged in private tuitions and to what extent ?

(f) How far do the teachers take part in extra-curricular activities ?

(g) Do the teachers keep themselves abreast of the subject or subjects they teach and carefully prepare lessons at home daily for their classes ? Do teachers keep notes of lessons taught by them ?

(h) Do they read books on the art of teaching, on school and class management discipline, etc.

(i) Does the Head of the Institution exercise his influence over the teachers in this direction, or is he content to let them do their work indifferently ?

(j) Does he hold and keep notes of periodical inspections of the work which is being done in the institution, and does he test the teaching of the teachers by himself listening to the lessons they give to the pupils ?

(k) Are staff meetings held ? If so, how many meetings have been held during the session ? What is the nature of the questions discussed ? Are any educational problems or methods discussed ?

(l) Is due provision made in respect of the number of teachers for carrying on all the courses of instruction in which the institution is recognised ?

(m) Are the rules and regulations of the University and the Department regarding teaching and vacant periods followed ? Are the departmental instructions in the matter of private tuitions and other avocations observed ?

(n) Are the salaries paid regularly ?

(o) How many periods a week does the Head of the Institution teach ? Has he sufficient time for Supervision ?

(p) Is home-work given to pupils and a proper record maintained ? Is the home-work given in different subjects well co-ordinated, proportionately set and standardised ?

2. Health and Physical Training.

(a) Is physical training compulsory ?

(b) What are the games played ? Are they carefully organised ? Are they compulsory and is any regular programme maintained ? Are pupils encouraged properly in their physical training.

(c) What is the arrangement for supervision of games ?

(d) Is the physical instructor or drill master, a trained person ? If so, where was he trained ? How many qualified teachers conduct physical training ?

(e) Is there in the time-table any provision for play in the lowest Classes and games and physical training in the upper classes.

(f) Has the institution developed Scouts and Girls Guides activities and has it trained Scoutmasters, Cubmasters, Guides and Rover Leaders ? How many troops, packs and crews have been started ?

(g) Are there any Clubs or associations connected with the institution ? If so, what is their object ? Are they properly controlled and their accounts properly maintained and looked after ?

(h) Is the teaching and observance of hygienic rules satisfactory in the institution ?

(i) Is there any arrangement for medical inspection of pupils? What percentage of pupils are free from defects ? Is the "follow-up" work done satisfactorily ? Is a weighing machine kept ? Is there a Junior Red Cross Group in the school ?

(j) Has the institution any play-ground or gymnasium ? Are there sufficient playgrounds for both the Senior and Junior pupils? Are they close to the institution ?

(k) What is the financial provision for games and Scouting ?

(l) Are health and progress reports of pupils sent regularly to the parents.

(m) Have pupils been vaccinated for small pox.? If so, how many ? How many stand in need of it ?

(n) Is there satisfactory tiffin arrangement for pupils ?

3. Library.

(a) What are the hours for keeping the library open?

(b) What is the amount of the library grant and the income from library and reading-room fees, if any ?

(c) What is the total number of books in the library and the number, subject-wise? How many books and of what subject and cost have been added to the library during the last session? Are there class-libraries If so, what is their composition and strength?

(d) Is there a proper catalogue for the library? Are there separate issue-books for teachers and pupils. Are the catalogue and issue-books properly kept?

(e) Are the library books sufficiently used by teachers and pupils? What is the total number of books issued to (i) Teachers and (ii) pupils every month and during the session?

(f) Are the library books used by outsiders?

(g) Who is in-charge of the library in good order?

(h) What is the condition of the books? Is the library in good order?

(i) Do the books taken out by teacher bear any relation to their work in the school?

(j) Are any unsuitable books kept in the library?

(k) Has the school a Reading-room? What journals etc. are subscribed to? Are they suitable for teachers and pupils?

4. Buildings and Sanitation.

(a) Is the accommodation adequate and suited to the work undertaken in the various subjects? Are any repairs necessary?

(b) Are the site and the sanitary condition of the school satisfactory?

(c) Are there any open drains, etc. near the school and if so, are they properly looked after?

(d) Are there any heaps of rubbish in or near about the school compound?

(e) Are the sanitary arrangements sufficient and properly maintained? Are latrines and urinals provided and if so, on what scale?

(f) Is the arrangement for drinking water satisfactory? Are the pots and the place cleaned regularly?

(g) Is there sufficient light and ventilation? Does light come from the left side of the pupils?

(h) Is accommodation provided on the scale of at least 10Sq. feet for each pupil in the class-room?

(i) Is there a pupils' meeting hall?

(j) Has the Head of the institution a separate office-room? Is there a separate staff-room?

5. Hostel.

(a) What hostels are connected with the institution and what is the number of boarders in each hostel? Is there resident Superintendent in each hostel and how does he discharge his duties?

(b) What is the scale of accommodation provided per boarder? Has each boarder at least 50 Sq. feet of floor space in large dormitories?

(c) Does any room in the hostel contain only two boarders?

(d) Is there a common room in each hostel?

(e) On what scale are latrines and urinals provided? Are they provided on the scale of 8 and 3 percent, respectively?

(f) Does the Head of the Institution exercise any supervision over the hostel?

(g) Is there a set of rules for the management of the hostel? Have the rules been approved by the competent authority?

(h) Are the arrangements for lighting the Reading Rooms and dormitories at night satisfactory?

(i) Is the supply of water adequate and sanitary arrangement satisfactory?

(j) Are the mess arrangements adequate and satisfactory?

(k) Is the rule enforced that, if pupils are not living with their parents or duly recognised guardians, they must live in the hostel attached to the institution?

(l) Is there sufficient provision for in-door games and other forms of recreation to keep the boarders usefully engaged?

6. Courses of Study.

(a) Are the syllabi laid down by the Department and the University followed? If not, in what respects are they not followed?

7. Apparatus and Furniture.

(a) Is the apparatus required for teaching the various subjects and the school furniture adequate suitable and in good condition?

(b) Are the furniture, black-boards, maps and other apparatus properly placed in the class rooms and are they made proper use of?

(c) Have the pupils the necessary text-books, atlases, geometrical instruments, etc.?

(d) Are pupils, encouraged by personal example and guidance by teachers to prepare charts, maps and other aids to learning?

8. Attendance .

(a) Is the percentage of attendance satisfactory?

(b) At what time is the roll called? Is it called regularly and punctually?

(c) Are fines for absence enforced? Is any disciplinary measure taken for irregularity?

(d) Are the prescribed number of holidays and the prescribed summer vacation observed? Is there any tendency to grant unauthorised holidays or extra holidays?

(e) What was the number of meetings during the previous session?

(f) Does the number of scholars taught at the same time exceed 50 in classes XI and XII or any section thereof, 45 in classes VI to X and 40 in the Primary section?

9. Discipline.

(a) Are progress Reports regularly issued in the prescribed form?

(b) Is discipline satisfactorily maintained in the institution and hostel?

(c) What is the general tone of the institution as evidenced by the behaviour of pupils, their intelligence their neatness and cleanliness, etc.?

(a) What are the usual forms of punishment inflicted?

(e) Are fines remitted frequently?

10. Class Work.

(a) Is there any system of tutorial assistance within the institution?

(b) Has the amount of the work to be done, or of the books to be read in class during the session been properly distributed?

(c) Do the teachers keep diaries and if so, are they in the prescribed form and properly maintained? Does the Head of the institution check the diaries regularly and make suggestions for the guidance of teachers?

(d) Does the teacher divide his attention over the whole class, paying special attention to the backward boys as well as the brilliant?

(e) Is sufficient attention given throughout the institution to written exercises? Are the exercise books tidy, of satisfactory quality, sufficiently uniform and carefully corrected? Are the exercise books, regularly checked by the Head of the institution?

(f) Is there a time table for each class? If so, is it defective in any respect?

(g) Is the ban against the use of "keys" or cram-books effectively observed?

(h) What are the chief defects in teaching methods?

(i) Is composition work (written or oral) properly attended to?

(j) Is sufficient attention paid to neat and good handwriting and precise and lucid expression? Is drawing sufficiently encouraged in the pupils?

(k) Is originality of thought and creative thinking sufficiently encouraged in the pupils?

(l) What kinds of hand work are taught in the school? If none is taught what suggestions are offered to the teachers?

(m) Is there a school garden? If so, for what purpose is it maintained?

11. Office.

(a) Have the suggestions contained in previous inspections reports been complied with?

(b) Are the letters received properly attended to?

(c) Is the method of keeping correspondence, etc. satisfactory ?

(d) Are all the registers and files properly maintained ?

(e) Are transfer certificates always required from pupils joining the institution and granted to those leaving it? Are the transfer certificates of pupils joining the institution properly filed and have the transfer certificates of pupils coming from schools outside the State been duly countersigned by the competent authority of the State concerned ?

(f) Is care taken to ascertain the correct ages of pupils? Are applications for admission properly filled in by the parents or guardians and kept properly ?

(g) Are Scholars' Registers maintained satisfactorily and posted up-to-date.

(h) Is the teachers' Attendance Register kept ? Do teachers record their attendance in the presence of the Head of the institution, and note the exact time both of arrival and departure ? Are teachers punctual ?

(i) Are leave rules followed ?

(j) All rules regarding admission and migration of pupils observed ?

12. Finance.

(a) Is the system of accounts satisfactory ? Are they kept by the clerk, checked by the Head of the institution and regularly audited ? In the case of aided institutions, are the accounts regularly audited by a recognised auditor ?

(b) Have the receipts and disbursements for the past financial year been entered under separate heads prescribed for the purpose ?

(c) Are payments made promptly ? Have the teachers and scholarship-holders been paid up-to-date ?

(d) Is the teachers' acquittance roll correctly kept ? Are the salaries graded ? If so, are annual grade increments given regularly ?

(e) Are separate accounts kept for games, examination fee, library and reading room funds ?

(f) Are the balances of the different school funds deposited in approved banks.

(g) What are sources of income of the institution and is the institution working at a profit or loss? What is done with the balance, if any?

(h) Are the subscription lists, if any, properly kept? Are the dates of receipts shown?

(i) Is there any capital belonging to the institution?

(j) Has any sum been kept out of current income on capital charges (e.g. building and furniture)?

(k) What is the rate of fee for each class? Are fees levied at approved rates? If not, what are the reasons alleged for modifications? Are they realised monthly and fully?

(l) What is the number of free and half-rate pupils and of scholarship holders? Do these numbers fall within the limits allowed by the rules? Has the progress of free and half-rate pupils been satisfactory?

(m) Has a reserve fund been created? What is the amount? How is it invested?

13. Examination

(a) How did the institution fare at (i) recent public examination, (ii) terminal examinations since the previous inspection?

(b) Did the institution carry off any scholarship at the public examinations? If so note the number, name and value.

(c) Have promotion to pupils been given in accordance with the departmental rules?

14. Management (For private institutions).

(a) What is the constitution of Managing Committee, if any, and the mode of election of members to it?

(b) Is the committee regularly constituted and has it received the approval of the competent authority?

(c) What changes have occurred in the constitution of the Managing Committee? Have all changes that have occurred in the personnel of the committee received the approval of the competent authority?

(d) Are the rules of the business satisfactory?

(e) Are the meetings held regularly?

(f) Are there indications of domination from any quarter on the committee?

(g) Is the condition of service of the teachers such as to secure continuity of work? If not, what are the reasons for frequent changes? Have all changes in the staff, whether by appointment, dismissal or removal, received the approval of the competent authority? Are teachers employed under an approved agreement?

(h) Has the institution a system of Provident Fund for its staff?

15. Further Notes.

(a) Any further remarks which the Inspection officer may deem necessary.

(b) An Inspecting Officer's report on an educational institution should also deal with the following points:—

- (a) Whether the building is State or rented.
- (b) Whether it is sufficient and suitable.
- (c) If rented, what steps have been taken to provide a Government building.

2. *Furniture.*—(a) Its condition and sufficiency.

(b) Whether the stock book is kept up to date and the supply agrees with the entries therein.

(c) Whether unserviceable articles are written off regularly and are not allowed to occupy unnecessary space.

(d) Whether Survey Reports in proper form are sent annually?

3. Whether the maps and reference books prescribed are kept properly and whether they are entered in stock book.

4. *Library.*—(a) Sufficiency and suitability of the library.

(b) Whether the books in the library are entered in the office register and classified.

5. *Office Staff.*—(a) Names, qualifications, service and present salary.

(b) Whether work is fairly distributed among them.

(c) Has the Cashier furnished his security and whether it is renewed every year; if he has not furnished security what action is proposed to be taken.

6. *Cash Book.*—(a) Whether the cash book is daily checked, verified and signed by the officer concerned.

(b) Whether the amount drawn from the Treasury are disbursed without delay.

(c) Whether the details of cash balances are noted in the register.

7. Whether the prescribed registers are kept and the entries therein are up to date.

8. *Condition of the Treasury Chest.*—(a) Whether it is safe and its keys are kept in proper custody.

(b) Does the cash balance agree with that in the cash book ?

(c) Whether the cash balance is at the time allowed to exceed the amount of the Cashier's security and if so, under what circumstances.

(d) Whether the cash is checked monthly and also by surprise from time to time by the Head of the Institution and entries compared with vouchers and a certificate given to that effect in the cash book.

9. Whether the permanent advance amount is correct and recouplement of expenditure made from time to time?

10. Whether the tour programme is approved.

11. Whether the entries in the Inspection diary are daily made.

12. Whether an office calendar is kept.

13. Whether the required statistics are kept up to date.

14. Whether service books in the custody of the officer are filled in from time to time as required by Departmental orders and Government circulars.

15. Whether inspection reports are properly filed.
 16. *Periodical Reports and Returns.*—(a) Whether a list is kept of prescribed periodical reports and returns due from the office?
 - (b) Whether they are despatched punctually.
 - (c) Whether office copies are properly filed.
 17. Whether a register of new sanctions is maintained and entries made from time to time.
 18. Whether a file is kept for noting from time to time matters of interest to be included in the administration report?
 19. *Destruction of records.*—Whether all unnecessary records are destroyed from time to time and in accordance with Government rules on the subject.
 20. General remarks.
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APPENDIX - V A.

(SEE CHAPTER IV RULE 4).

Government of Rajasthan.

*Department of Education.***Report of Inspection.**

Name of School (in full) _____ Tehsil _____
 District _____ Date of last inspection _____ Date
 of Inspection _____ Time devoted _____

1. Particulars about students.

Class with sections	NO. ON ROLLS ON THE DAY OF INSPECTION				No. present on the day of inspection	No. of free scholars	No. of scholarship holders	Remarks
	Backward classes	Scheduled castes	Scheduled Tribes	Others				
1	2				3	4	5	6

Comment on the No. of students, vis-a-vis accommodation, furniture available, age group.

2. Tuitional and other establishment.

Name (with full qualification and designation)	Age in year and month	Pay & grade	Length of service as a teacher	Date of joining in this school	No. of leisure periods per week	Particulars of extra curricular activities in which he takes part	Place of residence with name of village and district

3. (a) Management (for Private Institutions)

(b) Finance.

4. Teacher-wise Time-table.

Name of the teacher	Class and Subjects and co-curricular activities.					Remarks

5. Course of study and class-work.

6. School Office.

Registers, etc.	Particulars	Remarks
1	2	3

7. Other Records.

8. School Library.

Subject	No. of Books	ISSUED TO		Periodicals subscribed	Remarks
		Pupils	Teachers		

9. Hostel.

10. School Management and Discipline.

11. Furniture, Equipment and Text-Books.

12. Building and sanitation.

13. Physical Training, Games and Health.

14. Scouting.

15. Other Co-curricular Activities.

16. Examinations and Examination Results.

17. Further Remarks.

Dated

Inspecting Officer.

No.

Dated _____ 195 .

Copy forwarded to the _____ for information.

Inspecting Officer.

APPENDIX V B.

(See Chapter IV Rule 4.)

राजस्थान सरकार

शिक्षा विभाग

निरीक्षण पत्र

प्राइमरी पाठशाला _____ तहसील _____

पाठशाला के प्रधान का नाम _____ योग्यता _____

समय _____ : कब से है: _____

तारीख निरीक्षण— इससे पहले _____

वर्तमान _____

१—क्र. संख्या

वर्तमान निरीक्षण					गत निरीक्षण	
नाम कक्षा	रजिस्टर में उपस्थिति निरीक्षण के दिन उपस्थित				रजिस्टर में उपस्थिति	निरीक्षण के दिन उपस्थित
	पिछड़ी जाति	जाति	उपसूचित ट्राइब	अन्य		

२. अध्यापक भृत्य आदि का विवरण:—

संख्या	नाम	योग्यता मय विषय के	पद	मासिक वेतन व उपवेतन व प्रोड	आयु	निवास स्थान	कार्य काल	
							इस पाठशाला में	इस विभाग में

कर्मचारी—

३. कौन से विषय किन २ कक्षाओं में नि स २ अध्यापक के पास हैं:—

४. गत वार्षिक परीक्षा का परिणाम :— सन् १६ ई०

कक्षा	अ	ब	१	२	३	४	५	वृत्तान्त
रजिस्टर की छात्र संख्या								
परीक्षार्थी छात्र संख्या								
सब विषयों में बिला रियायत उत्तीर्ण छात्र संख्या								
ऊपर की कक्षा में चढ़ाये गये छात्रों की संख्या								
वेस्टेज प्रतिशत								
स्टेगनेशन प्रतिशत								

५. स्कूल ऑफिस :—

(१) कैश बुक सरकारी रकम :—

- (क) फीस दुबारा दाखिला
- (ख) फीस ट्रांसफर सर्टिफिकेट
- (ग) जुर्माना गैरहाजिरी
- (घ) अन्य

(२) छात्र फंड :—

- (क) क्रीड़ा फंड
- (ख) परीक्षा फंड
- (ग) वाचनालय फंड
- (घ) अन्य

अन्य रजिस्ट्रों की दशा और विशेष घृत्तान्त—

६. स्कूल का सामान और पढ़ाई की पुस्तकें आदि :—

७. स्कूल का मकान व स्थान, बगीचादि :—

८. स्कूल का पुस्तकालय :—

पुस्तकों की संख्या	सेशन के प्रारंभ में पढ़ी गई पुस्तकों की संख्या		नाम छात्र इत्यादि जो स्कूल में आते हैं
	अभ्यापक	छात्र	

९. उपायाम खेल व स्वास्थ्य :—

१०. कबिग :—

पैक रजिस्टर्ड है या नहीं _____ कब मास्टर का नाम _____

कन्स की संख्या

रेकूट	टेन्डर पैड	फर्स्ट स्टार	सैकन्ड स्टार	मीजान	योग्यता के वैज

बिशेष वृत्तान्त :—

११. जूनियर रेडक्रॉस :—

१२. मैनेजिंग कमेटी :—

१३. स्कूल की मालीहालत :—

१४. विशेष वृत्तान्त (बिखाई व पढ़ाई) :—

१५. उद्योग :—

१६. भोजन व स्वास्थ्य :—

१७. व्यक्तिगत स्वास्थ्य :—

१८. ग्राम सुधार :—

१९. स्कूल का यासन :—

२०. अनरल रिमार्क :—

तारीख _____ १९५

इन्स्पेक्टिंग ऑफिसर

नोट :—नम्बर १३ व १४ के खाने केवल सहायता प्राप्त व प्राईवेट स्कूलों के निरीक्षण के समय भरे जावें ।

APPENDIX VI.

(See Chapter XII Rule 11)

FORM 'A'

(SEE RULE NO. 1)

GOVERNMENT OF RAJASTHAN

Annual confidential Report on Gazetted Officers and non-Gazetted Executive Officers, for the year _____

Part I (to be signed by the Head of the Department)

1. Name of Officer _____ Date of birth _____
2. Appointment held during the year (with dates) and pay and scale of pay.
3. General qualifications and aptitude for post held including any special or technical and professional attainments.
4. Manner in which the officer discharged his duties during the year i. e. if satisfactory or otherwise (specific instances of unsatisfactory work) if adverse by commented on to be cited with number and date of orders passed.
5. Does the officer exhibit :
 - (a) Patience.
 - (b) Tact.
 - (c) Courtesy.
 - (d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact.
6. Has the officer a good :
 - (a) Character.
 - (b) Constitution.
7. Is the Officer.
 - (a) Physically energetic.
 - (b) Mentally alert.

8. Has the officer:

- (a) Initiative and drive.
- (b) Powers of control.
- (c) Powers of application.

9. Has the officer any special characteristics and or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment in the service.

- 10.**
- (a) Does the officer under report tour adequately.
 - (b) Does he maintain adequate touch with and control over his Subordinates or does he leave work unduly in their hands.
 - (c) Is he in touch with the general public in the area under his charge.

Note:- Government attaches great importance to touring and the report should therefore include specifically all the heads given under this item

11. Remarks.

The report should comment generally on the way in which the officer has carried out his various duties during the year and should give an estimate of his personality, character and abilities making particular mention of his relations with his fellow officers and the general public. It should contain your opinion on any points specially required at any time, e.g. fitness to cross the efficiency bar and in the case of technical departments should notice professional qualification and ability.

Opinion of Heads of Departments (when not reporting officer) on conduct and efficiency of the officer reported on.

Head of Department.

Part II to be filled neatly and signed by the officer concerned.

- 1. Name :
- 2. Father's name :
- 3. Home District :
- *4. Date of birth :
- 5. Designation :
- *6. Education or qualifications :

Note:—(Item marked * to be filled only when the first report of the officer is drawn up and not be repeated in subsequent reports.)

7. Particulars of appointment during the year :-

District 1	Post held 2	Permanent or Officiating 3	Pay 4	Period 5

8. name of relatives in government employ:

Name 1	Relationship 2	Post held 3	District 4

9. Change in immoveable property belonging to the officer or any member of his family (vide Rule 10 (2) of Govt. Servants' & Pensioners' Conduct rules)

Name of owner 1	Description of Property 2	Where Situated 3	Approximate value. 4	Manner of acquisition of disposal 5

Certified that the information at Cols. 1-7 has been cheked from record and is correct.

Signature of Head of Office

Signature of the Officer,

F O R M 'B'

(SEE RULES 1)

Government of Rajasthan

_____ Department.

Confidential Annual Report on Ministerial Officers for the
year 195_____

Name_____

Rank_____Branch_____

Date of (a) Birth_____

(b) Entry to Govt. Service_____

Present grade_____

For notes on compiling form "B" of the report see Appendix
A.

Section I-Performance of Duties in Present Grade.

	Marking	Remarks.
1. Knowledge— (a) of branch (b) of Department		
2. Personality and force of character		
3. Judgment		
4. Power of taking responsibility		
5. Initiative		
6. Accuracy		
7. Address and tact		
8. Power of supervising staff		
9. Zeal and industry		
10. Health		

- 11. Attendance (See Note 2)
 - 12. Official conduct (discipline) (See Note 2)
 - 13. (a) Capacity to note
(b) Capacity to draft
-

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above).

Section II Degree of fitness for promotion.

Delete all but one of the following:—

Exceptionally well qualified/Highly qualified/qualified not yet qualified.

Remarks:—

I hereby certify that in my opinion the conduct, standard of efficiency and degree of fitness for promotion of the officer named herein are as stated.

Date_____

Signature (Certifying Officer)

Rank_____

Remarks by countersigning officer

Signature (Head of Department)

Dated_____

APPENDIX A.

Notes:—on compiling form "B" of the report.

Section I

Note:—Insert in this column A, B, C, D. or E against each item to the following—appointment:

- A. Outstanding,
- B. Very Good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note:—(2) An A or B marking is inappropriate for these items.

Note:—(3) This report is to be regarded as Confidential but an E marking against any item must be communicated in duplicate by the Head of the Office to the Officer concerned, except in the following circumstances:—

(i) Where in the opinion of the head of office communication is considered likely to affect adversely the officers health.

(ii) Where the marking is due to inexperience wing to less than one years service in the grade (except in cases of unsatisfactory conduct, laziness, etc.)

(iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notification in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change for better or worse should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations one E marking as evidence that he has been notified.

Section II.

Note: (4) The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified", the reasons for the marking should be stated: and in general reporting officer should make the fullest use of the "Remarks" space.

General.

Note: (5) Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should in no circumstances have access to previous reports on the same officer by other reporting officers.

F O R M ' C '
GOVERNMENT OF RAJASTHAN

_____ DEPARTMENT.

**Confidential Annual Report on employees of
subordinate services for the year _____**

Name _____

Post held _____

Where employed and work engaged upon _____

Personality and manner _____

Health Physical capacity and means of getting about _____

Conduct and character _____

Industry quality of work _____

Judgment _____

Powers of control, supervision and organisation _____

Professional knowledge or departmental experience _____

Indebtedness (If indebted, the extent of personal responsibility
for incurring the debts) _____

Punishments, Censures, or special commendations in the period
under report _____

Date of communications to the officer of any adverse remarks
since last report _____

Fitness for promotion or confirmation _____

General Remarks _____

Remarks of immediate superior or reporting officer _____

Station : _____
Dated _____

Signature,
(Name in Block Letters)
Designation of Officer.

APPENDIX VII.

Government of Rajasthan

Department of Education

SURVEY REPORT

 SCHOOL

NOTE... Before filling in this form please study the instructions on the reverse thoroughly.

Name of articles	Quantity	Date of purchase	Original price	Condition	Reason for breakage etc.	Remarks of the Inspecting Officer	Order of the sanctioning authority
Total ...							

No.

Dated

No.

Dated

All the above mentioned articles are un-
serviceable and have also been shown to the
Inspector/Inspectress/Sub-Deputy Inspector/
Personally when he/she visited the school
for inspection.

I have personally examined all the articles
written above and find that they are really
unserviceable and worth writing off. These
have not become unserviceable due to negli-
gence but due to fair wear and tear.

*Headmaster/Headmistress**Inspecting Officer*.....*School*.....*Sanctioning Authority.*

Instructions.

1. This form is to be used for the disposal of the unserviceable articles only.
2. No unserviceable articles should be written off unless the survey report for them has been submitted and proper sanction accorded by the competent, authority.
3. The Survey Reports should be submitted only once in an academic year and in either of the months of April and November.
4. The Survey Reports should be forwarded through proper channel.
5. Survey Reports should always be submitted in triplicate.
6. The Inspecting Officer should strike off from this form any article or its part (in the column of quantity which is not recommended to be written off or auctioned placing initials at each of the places where such corrections are made).

The repairable article should also be struck off from this report.

No. _____/36-40/

Dated _____ 195 .

Returned in original with the remarks that the articles ordered to be written off should be completely destroyed, those ordered to be burnt should be burnt to ashes and those ordered to be auctioned should be sold by public auction and the amount so realised should be credited into the Government Treasury as usual and thereafter, be deleted from the stock register of the school giving reference in each case of the number and date of this office endorsement with full signatures of the Headmaster concerned.

Head of the Office/Department.

Scheme and Rules Regarding the Award of Financial Assistance to Students

No. F. 174 (2) Edu./54 In supersession of this office order No. F 15 (30) Edu-11-51, dated the 3rd November, 1951 regarding the Scheme and Rules for the award of Financial Assistance to students published in the Rajpatra dated 9th November, 1951 at page 6, the Government of Rajasthan are pleased to sanction the following revised scheme of scholarships and financial assistance to students and rules governing their award:—

- I. Merit-cum-need Scholarships:—* Merit-cum-need scholarships tenable for two academic years shall be awarded to the extent as shown below every year to such students of the following classes as show high promise of benefitting by the education for which scholarships are given but who lack the material means of getting such education. No condition of repayment shall attach to these scholarships:—
- (a) 250 Scholarships of Rs. 100/- per academic year to students of High School classes in recognised schools and Intermediate Colleges of Rajasthan.
 - (b) 150 Scholarships of Rs. 150/- per academic year to students of Intermediate classes in recognised schools and Intermediate Colleges of Rajasthan.
 - (c) 75 Scholarships of Rs. 200/- per academic year to students of Degree classes in recognised Colleges of Rajasthan.
 - (d) 25 Scholarships of Rs. 250/- per academic year to students of Post-graduate classes, excluding students of law, in recognised Colleges of Rajasthan.
 - (e) 10 Scholarships of a sum not exceeding Rs. 250/- per academic year to students belonging to Rajasthan and studying for some specialised courses in recognised institutions outside Rajasthan.
 - (f) 10 Scholarships of a sum not exceeding Rs. 250/- per academic year to students belonging to

Rajasthan who are not eligible to get scholarships under the above categories but who deserve aid because of physical disability, extreme poverty or such other reasons as the Committee deem proper.

NOTE:—The Scholarships under this section will not be admissible in respect of technical courses to which Section II below applies.

II. Students from Rajasthan joining technical courses at any of the recognised professional colleges in India, may, in suitable cases, be awarded study loans upto the amounts as recommended by the committee appointed for the purpose but shall not exceed the limits prescribed as below:—

Such assistance will be given annually for the duration of the course of study renewable every year after examination of each case on merits:—

(a) Civil Engineering, Mechanical and Electrical Engineering, Aeronautical Engineering Rs. 1,500/-
(b) Medical Training ,, 1,500/-
(c) Ayurvedic Training ,, 800/-
(d) Agriculture Veterinary Training ,, 1,000/-
(e) Research students; Teacher Training; Diploma Courses in Civil and Electrical and Mechanical Engineering; and others not covered by the above but considered necessary by the Government ,, 1,500/-

III. *Financial Assistance to children of deceased Government Servants.*

1. In addition to the merit-cum-need scholarship mentioned above 50 merit-cum-need scholarships shall be awarded to sons and daughters of Government servants who die while in Government service and whose children lack the material means of continuing their education.

2. Such scholarships shall be awarded irrespective of the class in which the student is studying and shall be tenable, subject to the continued satisfactory progress, till the student passes the Intermediate Examination in Arts, Science or Commerce as the case may be.
3. No condition of repayment shall attach to these scholarships.
4. The amount of scholarship awarded to each student shall range from Rs. 15/- Rs. 30/- p. m. but the total amount of such scholarships in a family shall not exceed Rs 60/- p. m.

IV. Payment, withdrawal, suspension, renewal, restoration or transfer of scholarships and study loans shall be governed by the following Rules:—

(a) Payment of scholarships or loans should start as soon as the award is made. The candidate should apply to the sanctioning authority with the following documents:—

(i) A certificate of admission from the Head of the Institution in which the student wishes to prosecute his/her studies during the tenability of scholarships or loan.

(ii) A certificate in the prescribed form from the Head of the Institution where the student passed his qualifying examination or from a Magistrate of the place of residence of the student not below the rank of a 1st class Magistrate with regard to his/her financial circumstances and means.

(iii) Academic record certified by the Head of the Institution where the student passed his qualifying examination.

(b) Any of these scholarships or loans may be suspended or withdrawn by the sanctioning authority if the recipient is found by such authority to lack in regular attendance, satisfactory academic progress, general good conduct or due observation of school or college discipline.

Provided that the scholarships or loans so suspended may be restored by the sanctioning authority with or without retrospective effect on being satisfied that the suspension is no longer necessary.

- (c) All Scholarships and loans shall ordinarily continue to be available through the period of the course for which they have been awarded, provided that the sanctioning authority shall, from time to time satisfy itself that the recipient continues to show regular attendance, satisfactory academic progress, general good conduct and due observance of school or college discipline. The sanctioning authority may, on being satisfied that a recipient has failed to fulfil any of the above conditions, suspend or withdraw the scholarship or loan permanently or for such time as it may deem necessary.
- (d) A Scholarship or loan withdrawn under the above rule, may, at the discretion of the sanctioning authority, be awarded to the next eligible candidate for the unexpired period of its tenability.
- (e) A Scholarship or loan holder is entitled to have his/her scholarships /loan transferred to any other recognised institution at any time during its currency provided that his/her migration has the previous approval of the sanctioning authority.
- (f) No student shall hold more than one scholarship from Government fund at the same time.
- (g) Scholarships and study loans shall be granted only for the period of study which a student is now carrying on and not for the period which has already expired.
- (h) A student who is granted a loan shall, before the payment of loan starts, be required by the authority granting a loan to sign a declaration that he would start refunding the amount of loan as soon as he starts earning Rs. 150 P.M. or more in the following minimum instalments:—

<i>Amount of income.</i>		<i>Monthly instalment.</i>
Below Rs. 149 P.M.	..	Nil
Rs. 150 P.M. to Rs. 199 P.M.	..	Rs. 15
Rs. 200 P.M. to Rs. 299 P.M.	Rs. 25
Rs. 300 P.M. to Rs. 499 P.M.	Rs. 30
Rs. 500 P.M. to and over.	Rs. 50

(i) Scholarships and loans sanctioned according to the scheme shall be tenable with effect from the beginning of the academic session i.e. July.

(ii) All rules of scholarships and loans in force in various parts of Rajasthan shall be deemed to have been superseded and replaced by these rules except that scholarships and study loans granted before the introduction of these rules shall continue to be governed by the respective rules under which they were awarded.

(V) Administration of Scholarships and Loans:—

(a) Except as otherwise provided in the body of these Rules, Scholarships and loans shall be administered by a Committee consisting of:—

- (1) Minister for Education . Chairman.
- (2) The Education Secretary . Member Secretary.
- (3) The Director of Education . Member.
- (4) One-Principal of Degree or post Graduate College (to be nominated by the Education Member. „
- (5) Principal, S. M. S. Medical College, Jaipur. „
- (6) Principal, M. B. M. Engineering College, Jodhpur. „
- (7) A representative of the Finance Department. „
- (8) Principal, Agriculture College, Jobner. „

The Committee will have power to frame such subsidiary rules for the administration of this scheme as do not in any way prejudice or change the provisions of this Scheme.

(b) Funds necessary for administration of these Scholarships and loans shall be intimated to the Committee from year to year by the Government.

(c) The Committee would recommend the grant of loans and scholarships in accordance with the scheme.

(d) All recoveries of loans granted shall be made by the Education Department.

(e) In the case of candidates from the backward classes and women applicants, the Committee may apply, if necessary, comparatively, lower standards in selecting candidates for scholarships or loans.

(f) The Committee shall conform to the directions issued by the Government from time to time in regard to the minimum number of scholarships or loans to be granted for particular courses of study.

(g) The Government may at their discretion direct that a specified sum out of the funds placed at the disposal of the Committee be disbursed in granting loans to sons and daughters of Government servants, who die while in services.

(h) All scholarships under rule (I) shall be sanctioned by the Committee but all cases of loans and scholarships under rule II and III shall be sanctioned by the Government.

(i) Financial assistance for Technical Education or Research in foreign countries in the form of loans is not provided under these Rules.

APPENDIX IX.

SCHEDULE OF FEES.

(See Chapter VII 1 & Chapter XVI Rule 3)

Part 1.—Fees in Government Institutions.

For College.

1. Tuition fees :—

	<i>Per month (for 12 months) Rs. as. p.</i>
(i) Intermediate Arts	3 0 0
(ii) Intermediate Science and Commerce	3 8 0
(iii) B.A., B. Com.	4 0 0
(iv) B.Sc.	4 8 0
(v) M.A., M. Com., M. Sc.	8 0 0
(vi) LL. B.	10 0 0
(vii) Research Scholars	10 0 0
(viii) Research students of Science laboratory fees.	5 0 0
(ix) Post Graduate Students of Science laboratory fees.	2 0 0
(x) Evening classes B.A., B. Com.	8 0 0

(Women students will be exempt from payment of tuition fee but shall pay the laboratory fee).

- | | |
|--|-------|
| 2. Admission fee from students seeking admission to 1st and 3rd year and 5th year classes and to the previous class and from students migrating to other colleges for their 2nd, 4th and 6th year classes and the Law Final class (not chargeable in case of Sanskrit and Ayurvedic Colleges). | 2 0 0 |
| 3. Re-admission fee (not chargeable in case of Sanskrit and Ayurvedic Colleges). | 2 0 0 |

	<i>Per month</i> <i>(for 12 month)</i> <i>Rs. as. p.</i>
4. Transfer Certificate or Leaving Certificate Fee.	2 0 0
5. Duplicate Transfer Certificate or Leaving Certificate Fee.	2 0 0
6. Fee for forwarding to the University applications of ex-students for taking the examinations as private candidates.	5 0 0
7. Such ex-students, who may be preparing for University examinations, private candidates who wish to avail of facilities for practical work in Science laboratories or in Typewriting may, if the Principal, concerned finds it practicable be allowed to do so for a period not exceeding 3 months and for this he may be charged full tuition fee and Laboratory fee if Laboratory fee is also applicable, for a minimum period of 3 months.	
8. Ex-students who may be preparing for Supplementary examinations of the University and who wish to avail of the facilities for practical work in Science Laboratories and Typewriting may, if the Principal concerned finds it practicable, be allowed to do so for a period not exceeding one month and for this he be charged full tuition fee and laboratory fee, if Laboratory fee is also applicable, for a minimum period of one month.	
9. Games fee	Rs. 6-0 per annum.
10. Common Room or Reading Room	Rs. 2-0 ,, ,,
11. College Magazine Fee	Rs. 2-0 ,, ,,
12. College Examination Fee	Rs. 2-0 ,, Examination.
13. Union Fee	Rs. 2-0 ,, annum.
14. Caution Money deposit	Rs. 10-0 ,, ,,

This should include Library caution money as well as laboratory caution money and is refundable at the time of the issue of a leaving or a transfer certificate.

For Hostels:—

15. Hostel admission fee.	. Rs. 2-0.
16. Hostel Re-admission fee	. Rs. 2-0.
17. Hostel room rents.	
(i) Single Seated class I room.	Rs. 7-0 for 10 months.
(ii) „ „ „ II room.	Rs. 6-0 „
(iii) Two seated class I room per student.	Rs. 5-0 „
(iv) Two seated class II room per student.	Rs. 4-0 „
(v) Room with more than two seats, class I, per student.	Rs. 3-0 „
(vi) Room with more than two seats class II per student.	Rs. 2-0 „

The division of the Hostel room into class I and class II will be done by the Principal of the college concerned.

The Hostel room rents sanctioned above include electricity and water charges and ordinary service (other than service connected with the mess).

18. Hostel common room fee	. Rs. 2-0 per annum.
19. Hostel caution money	. Rs. 5-0 „
20. Utensil fee	. Rs. 2-0 „

No separate mess caution money will be charged from the boarders.

NOTE:—The income from fee mentioned at Nos. 1 to 8 at 15, 16 and 17 shall be Credited to the Government

HIGH SCHOOLS.

1. Tuition Fee	..	(i) Class IX & X ...	Rs. 1/8 p.m. for 12 months	except in institutions	where there has been no	such fee.
				<i>III to V</i>	<i>VI to VIII</i>	<i>IX to X</i>
2. Admission fee	Nil	Nil	Re. 1/-	
3. Re-admission fee	-/4/-	-/8/-	Re. 1/-	
4. Transfer or leaving certificate (or its duplicate).			Nil	-/8/-	Re. 1/-	
5. Games fee	Re. 1/-	Rs. 2/- p.m.	Rs. 4/- p.m.	
6. Union fee	Nil	Nil	Re. 1/- p.m.	
7. Reading Room fee	Nil	Re. 1/-	Rs. 2/- p.m.	
8. Social gathering fee	Nil	Nil	Re. 1/- p.m.	
9. Examination fee for each terminal examination.			-/8/-	Rs. 1/8/-	Rs. 2/- p.m.	
10. Caution money (from Science students only)			Nil	Nil	Rs. 5/- to be refunded when the scholar leaves school.	

The income from fees at Nos. 1, 2, 3, and 4, shall be credited to the Government.

Basic S. T. C. Training Schools.

For Government Nominees.

1. Admission fee	Re. 1/-	
2. Union fee	Rs. 2/- p.m.	
3. Caution money	Rs. 5/-	Refundable when the trainee leaves the School.

For Private Candidates.

4. Admission fee	Re. 1/-	
5. Hostel admission fee	Re. 1/-	
6. Tuition fee	Rs. 3/- p.m.	
7. Hostel rent	Rs. 3/- p.m.	
8. Caution money (School).		..	Rs. 5/- p. a.	Refundable at the end of the session.

The income from fees at Nos. 1, 4, 5, 6, and 7 shall be credited to the Government.

Fees for Departmental Examinations.*Name of the various examinations.*

(1) S. T. C. Examination	Rs. 15/-
(2) Sanskrit Examination :—				
(i) Acharya (Regular)	Rs. 14/-
Acharya (Private)	Rs. 16/-
(ii) Shastri (Regular)	Rs. 12/-
Shastri (Private)	Rs. 14/-
(iii) Upadhyaya (Regular)	Rs. 8/-
Upadhyaya (Private)	Rs. 12/-
(iv) Praveshika (Regular)	Rs. 2/-
Praveshika (Private)	Rs. 4/-
(3) Ayurvedic Examination :—				
(i) Bhashagacharya (Regular)	Rs. 10/-
Bhashagacharya (Private)	Rs. 10/-
(ii) Bhashagwar (Regular)	Rs. 6/-
Bhashagwar (Private)	Rs. 6/-

APPENDIX X.

(SEE CHAPTER XXII RULE 11 [1]).

Government of Rajasthan.

DEPARTMENT OF EDUCATION.

*Application for Departmental permission for appearing at a
Public Examination.*

(to be submitted between 15th July and 10th August only each year.)

1. Name of the applicant.....
2. Staff Number.....
3. Designation
4. Qualification :-
 - (a) When joining the Department.....
 - (b) Existing.....
5. Date of appointment.....
6. Pay and grade.....
 - (a) When joining the Department.....
 - (b) Existing...:
7. Examination :—
 - (a) When and for what Examination permitted to appear departmentally last ...
 - (b) Result of last examination at which appeared.....
 - (c) The Examination, at which subjects wants to appear at, name and the year
 - (d) When and where the examination will be held.....
 - (e) Name of the University or Board.....
8. Reason for taking up this examination.....
9. Whether trained or untrained.....
10. The amount of leave he would take for the Examination days only.

Dated 195 .

Signature of the applicant.

No.,

Dated..... 195 .

11. Submitted to the.....The case is recommended (not recommended and if permitted will effect the working).

*Delete either of the two please.. School.

12. Order of the sanctioning authority.

*Signature of the sanctioning authority.
Designation.*

APPENDIX XI

(SEE CHAPTER XXII RULE 11 (2))

**Consolidated statement of Candidates Applying for
Grant of Permission to Appear at Public
Examinations for the Session 195 to 195 .**

-
1. Serial Number.
 2. Name of institution.
 3. No. of teachers in the institution,
 4. Serial No.
 5. Name of Applicant.
 6. Qualification with year in which obtained.
 7. Year in which last permission was given to this applicant with name of examination.
 8. Examination in which the applicant wants to appear.
 9. Recommendation of the forwarding authority.

*Signature of the forwarding
authority.*

*Dated*_____

10. Orders of the sanctioning authority.

*Signature of the sanctioning
authority.*

*Dated*_____

Designation.

APPENDIX XII

**Bond to be executed by a Government Servant
deputed for training in a teachers
training Institution.**

—————

THIS BOND is made on the _____ day of _____
195 By _____ son of _____
resident of _____ (herein after called
“the Trainee”) of the first part And _____
son of _____ resident of _____
_____ (herein after called “the Surety”) of the second
part WITH the Governoer of the State of Rajasthan (herein after
called of the Government).

WHEREAS the trainee, and employee under the Government
in the Education Department, has been selected for Training at
the _____ school for S.T.C.
B.Ed./M.Ed./Craft course at the expense of the Government.

AND WHEREAS under the rules of the Government the Trainee
is required to enter into a Bond with surety containing the
terms and conditions,
herein after contained,

AND WHEREAS the execution of the
Bond as aforesaid has been agreed to,
by the trainee and by the Surety,

NOW THEREFORE THIS BOND WITNESSES and the trainee and
the Surety hereby jointly and severally covenant with the
Government as follows:—

1. In consideration of the Government agreeing to train
the trainee at the said school for the said course without any
fees and without making any deduction from the salary which
the trainee was, immediately before joining the said school, was

drawing, and in pursuance of the aforesaid agreement, the trainee and the Surety hereby agree as follows:—

(a) The Trainee shall well and faithfully pursue his studies at the said school and qualify himself for the _____ certificate/diploma, degree.

(b) The Trainee shall, after completing his studies at the said school serve the Government in the Education Department for a period of not less than 3 years, and shall during the whole of the said period of 3 years diligently and efficiently do all acts and discharge all duties which may be required to be done by him in his capacity as an employee of that Department.

2. During the period of training at the said school the Trainee shall be guilty of idleness negligence, failure to attend to duty in subordination or misconduct of any kind, the Principal of the said school shall be at liberty to stop his training and expel him from the School.

3. If the Trainee is expelled from the said school under clause 2 here of, or if the Trainee fails to resume duty on completion of his training, or, within 3 years of his having so resumed, he is dismissed from service by a competent authority or resigns from the service, the Trainee shall forfeit all rights and privileges in consideration of which this Bond has been executed, and shall, if called upon to do so by the competent authority under the Government, refund to the Government the whole or such part of the cost of his training at the said school, (including the salary paid to him for the period of his training) incurred by the Government as may be specified by the said competent authority.

2. The Surety hereby agrees :—

(a) That he shall be liable to pay to the Government all amounts that the Trainee may become liable to pay to the Government hereunder.

(b) That any forgiveness or forbearance on the part of the Government towards the Trainee in respect of any act, omission, neglect or default of the Trainee shall not in any way release or exonerate the Surety from his liability under this Bond,

5. The liability of the Trainee and of the Surety hereunder shall be limited to an amount not exceeding * Rs.-----.

*Here enter the amount for which is intended to make the Trainee and the Surety liable. This will facilitate the exemption of stamp duty under articles 15 + 57 of the stamp.

IN WITNESS THIS Bond has been signed by the Trainee and by the Surety the day and year first above written.

Signed by the Trainee in the presence of (witness)----- 1

” ” ” ” ” (witness)----- 2

Signed by the Surety-----

in the presence (witness)----- 1

(witness)----- 2

राजस्थान राज्य शिक्षा-विभाग
प्राइवेट-शिक्षा संस्था-मान्यता-प्रार्थना पत्र ।

१. संस्था सम्बन्धी विवरण

नाम	प्रकार	स्तर	संस्था कब से चल रही है (तिथि)	संस्था के व्यवस्थापक का नाम पता, प्रबन्धक-समिति का विधान और यदि हों तो सदस्यों के नाम

२. संस्था द्वारा शिक्षा सम्बन्धी उपयुक्त उद्देश्य की पूर्ति से सम्बन्धित विवरण ।
विवरण (अ) संस्था का विशेष उद्देश्य

व्यवस्थापक का वक्तव्य	निरीक्षक का अभिमत

विवरण (आ)

सम्बन्धित स्थान पर संस्था की आवश्यकता एवं उपयोगिता और यदि संस्था नए सिरे से खोली जा रही है तो उसका वर्तमान संस्थाओं पर संभावित प्रभाव ।

व्यवस्थापक का वक्तव्य	निरीक्षक का अभिमत

(२) अनिवार्य एवं ऐच्छिक विषय जिनके सम्बन्ध में मान्यता स्वीकृति की प्रार्थना अर्पित की जा रही है ।

व्यवस्थापक का प्रस्ताव	निरीक्षक का अभिमत

३. कक्षाानुसार छात्र संख्या

कक्षा (वर्ग सहित)	छात्र संख्या	औसत उपस्थिति	व्यवस्थापक का वक्तव्य	निरीक्षक का अभिमत

४. संस्था का भवन एवं छात्रावास-भवन विवरण

व्यवस्थापक का उल्लेख	निरीक्षक का अभिमत
१. कमरों की संख्या लंबाई, चौड़ाई, ऊँचाई। २. पुस्तकालय एवं वाचनालय का कमरा। ३. गोदाम। ४. सम्मेलन गृह। ५. छात्रावास के कमरों और विद्यार्थियों की संख्या। ६. पेशाबघर। ७. वातावरण एवं स्थानीय। ८. उपयुक्तता। ९. अन्य विवरण।	

सूचना:—इस विवरण के साथ संस्था का उक्त विवरण प्रदर्शक मान-चित्र सम्मिलित होना चाहिए—

५. उपस्कर (फर्नीचर) एवं शिक्षा सम्बन्धी सामग्री, पुस्तक, पत्र-पत्रिकाएँ।

व्यवस्थापक का वक्तव्य	निरीक्षक का अभिमत

६. छात्रों की शारीरिक ड्रिल, डॉक्टरी परीक्षा, स्वास्थ्य, खेलकूद मनोरंजन आदि की व्यवस्था :—

व्यवस्थापक द्वारा विवरण	निरीक्षक का अभिमत

७. अध्यापक सम्बन्धी विवरण :—

क्रमांक	अध्यापकों के पूरे नाम योग्यता सहित	पद	वेतन तथा ग्रेड	मंहगाई आदि अलाउन्स	निरीक्षक का अभिमत

८. यदि शुल्क लिया जाता हो तो मासिक या एक बार देय तथा असहाय छात्रों के शुल्क रहित प्रवेय सम्बन्धी विवरण :—

व्यवस्थापक का उल्लेख				निरीक्षक का अभिमत
कक्षा	शिक्षण शुल्क	प्रवेश शुल्क	अन्य शुल्क	
अन्य विवरण.....				

६. संस्था की आर्थिक परिस्थिति :—

यदि फीस ली जाती हो तो उसकी मासिक आय	संस्था कोष एवं अन्य आय	कुल मासिक आय	कुल मासिक व्यय	निरीक्षक का अभिमत

१०. अन्य ज्ञानक विषयक प्रश्न :—

प्रश्न	व्यवस्थापक द्वारा उत्तर	निरीक्षक का अभिमत
<p>१. क्या संस्था शिक्षा विभाग द्वारा स्वीकृत पाठ्यक्रम का अनुगमन करती है ?</p> <p>२. क्या संस्था में समस्त जाति तथा धर्मों वाले छात्रों को शुल्क-सुविधा आदि के तथा किसी भी भेद भाव के बिना प्रवेश खुला है ?</p> <p>३. क्या संस्था के स्टाफ की योग्यता, ग्रेड, उप-वेतन, पूर्वोपायी कोष (प्रोवीडेन्ट फण्ड) अवकाश नियम आदि शिक्षा विभाग की आवश्यकताओं एवं नियमों के अनुसार है ?</p> <p>४. शिक्षा विभाग द्वारा प्रमाणित नियम पत्र (Agreement) के अनुसार संस्था के प्रत्येक अभ्यापक की नियुक्ति की गई है ?</p> <p>५. क्या शैक्षिक वातावरण में अव्यवस्था पैदा करने वाली किसी सार्वजनिक वादविवाद एवं प्रवृत्ति में संस्था के अभ्यापकादि भाग लेते हैं ?</p> <p>६. क्या धार्मिक एवं जाति विशेषीय शिक्षा में छात्रों और अभ्यापकों का सम्मिलित होना अनिवार्य है ?</p>		

प्रार्थी व्यवस्थापक द्वारा प्रमाणीकरण एवं प्रतिज्ञा :—

१. मैं प्रमाणित करता हूँ कि इस प्रार्थना पत्र में अंकित विवरण सही हैं।
२. मैंने मान्यता-प्रदान सम्बन्धी नियम ध्यानपूर्वक पढ़ लिए हैं।
३. मैं प्रतिज्ञा करता हूँ कि यदि उक्त संस्था को मान्यता प्रदान कर दी जावेगी तो मैं मान्यता प्रदान सम्बन्धी शर्तों से और तत्सम्बन्धी समस्त वर्तमान और तथा समय परिवर्तन एवं परिवर्द्धित नियमों/नियमों से आवद्ध रहूँगा और समय २ पर प्रचलित शिक्षा विभाग के निर्देशों का अनुपालन करता रहूँगा।

तिथि.....

हस्ताक्षर.....

व्यवस्थापक

निरीक्षक का आवेदन :—

(आवेदन करते समय निरीक्षक को नियमों का संदर्भ अंकित करना चाहिए और यह भी लिखना चाहिए कि उक्त संस्था को उसके अभिमतानुसार किस स्तर की एवं किन किन विषयों की मान्यता प्रदान करना किन शर्तों पर उचित है।)

हस्ताक्षर

तिथि.....

निरीक्षक का पद.....

केन्द्र.....

Appendix XIII.

राजस्थान राज्य, शिक्षा विभाग

प्राइवेट शिक्षा संस्था मान्यता प्रार्थना पत्र

१. संस्था सम्बन्धी विवरण

नाम	प्रकार	स्तर	संस्था कब से चल रही है	तिथि	संस्था के व्यवस्थापक का नाम व पता प्रबन्ध समिति का विधान और यदि हो तो सदस्यों के नाम

२. संस्था द्वारा शिक्षा सम्बन्धी उपयुक्त उद्देश्य की पूर्ति से सम्बन्धित

विवरण

विवरण: (व) संस्था का विशेष उद्देश्य

व्यवस्थापक का वक्तव्य	निरीक्षक का अभिमत

विवरण (ब)

सम्बन्धित स्थान पर संस्था की आवश्यकता एवं उपयोगिता और यदि संस्था सिर से खोली जा रही है तो उसका वर्तमान संस्थाओं पर संभावित प्रभाव

व्यवस्थापक का वक्तव्य	निरीक्षक का अभिमत

(२) अनिवार्य एवं ऐच्छिक विषय जिनके सम्बन्ध में मान्यता स्वीकृत की प्रार्थना अर्पित की जा रही है।

व्यवस्थापक का प्रस्ताव	निरीक्षक का अभिमत

३. कक्षाानुसार छात्र संख्या

कक्षा (वर्ग सहित)	छात्र संख्या	औसत उपस्थिति	व्यवस्थापक का वक्तव्य	निरीक्षक का अभिमत

४. संस्था का भवन एवं छात्रावास भवन विवरण

व्यवस्थापक का उल्लेख	निरीक्षक का अभिमत
१. कमरों की संख्या लम्बाई, चौड़ाई, ऊंचाई.	
२. पुस्तकालय एवं वाचनालय का कमरा .	
३. गोदाम	
४. सम्मेलन गृह	
५. छात्रावास के कमरों और विद्यार्थियों की संख्या	
६. पेशावघर	
७. वातावरण एवं स्थानीय	
८. उपयुक्तता	
९. अन्य विवरण	

सूचना: - इस विवरण के साथ संस्था का उक्त विवरण प्रदर्शक मानचित्र सम्मिलित होना चाहिए।

५. उपस्कार (फरनीचर) एवं शिक्षा सम्बन्धी सामग्री, पुस्तक, पत्र पत्रिकाएं

व्यवस्थापक का वक्तव्य	निरीक्षक का अभिमत

६. छात्रों की शारीरिक ड्रिल, डॉक्टरी परीक्षा, स्वास्थ्य, खेल कूद मनोरंजन आदि की व्यवस्था

व्यवस्थापक द्वारा विवरण	निरीक्षक का अभिमत

७. अध्यापक सम्बन्धी विवरण

क्रमांक	अध्यापक के पूरे नाम योग्यता सहित	पद	वेतन तथा ग्रेड	मंहगाई आदि अलाउन्स	निरीक्षक का अभिमत

८. यदि शुल्क लिया जाता हो तो मासिक या एक बार देय तथा असहाय छात्रों के शुल्क रहित प्रवेश सम्बन्धी विवरण:

व्यवस्थापक का उल्लेख	निरीक्षक का अभिमत		
कक्षा	शिक्षण शुल्क	प्रवेश शुल्क	अन्य शुल्क
अन्य विवरण			

९. संस्था की आर्थिक परिस्थिति

यदि फीस ली जाती हो तो उसकी मासिक आय	संस्था कोष एवं अन्य आय	कुल मासिक आय	कुल मासिक व्यय	निरीक्षक का अभिमत

१०. अन्य ज्ञातव्य विषयक प्रश्न :—

प्रश्न	व्यवस्थापक द्वारा उक्त	निरीक्षक का अभिमत
१. क्या संस्था शिक्षा विभाग द्वारा स्वीकृत पाठ्यक्रम का अनुगमन करती है ?		
२. क्या संस्था में समस्त जाति तथा धर्मों वाले छात्रों को शुल्क सुविधा आदि के तथा किसी भी भेदभाव के बिना प्रवेश खुला है ?		
३. क्या संस्था के स्टाफ की योग्यता, प्रोड उपवेतन, पूर्वा षाई कोष (प्रोवीडेन्ट फण्ड) अवकाश नियम आदि शिक्षा विभाग की आवश्यकता एवं नियमों के अनुसार हैं ?		
४. शिक्षा विभाग द्वारा प्रमाणित नियम पत्र (एप्रिमेन्ट) के अनुसार संस्था के प्रत्येक अध्यापक की नियुक्ति की गई है ?		
५. क्या शैक्षिक वातावरण में अव्यवस्था पैदा करने वाली किसी सार्वजनिक वाद विवाद एवं प्रवृत्ति में संस्था के अध्यापकों का भाग लेते हैं ?		
६. क्या धार्मिक एवं जाति विशेषीय शिक्षा में छात्रों और अध्यापकों का सम्मिलित होना अनिवार्य है ?		

प्रार्थी व्यवस्थापक द्वारा प्रमाणीकरण एवं प्रतिज्ञा :—

१. मैं प्रमाणित करता हूँ कि इस प्रार्थना-पत्र में अंकित विवरण सही है।
२. मैंने मान्यता प्रदान सम्बन्धी नियम ध्यान पूर्वक पढ़ लिए हैं।
३. मैं प्रतिज्ञा करता हूँ कि यदि उक्त संस्था को मान्यता प्रदान कर दी जावेगी तो मैं मान्यता प्रदान सम्बन्धी शर्तों से और तत्सम्बन्धी समस्त वर्तमान और यथा समय परिवर्तन एवं परिवर्द्धित नियमों-नियमों से आवद्ध रहूँगा और समय २ पर प्रचलित शिक्षा विभाग के निर्देशों का अनुपालन करता रहूँगा।

तिथि _____

हस्ताक्षर _____

व्यवस्थापक

निरीक्षक का आवेदन :—

आवेदन करते समय निरीक्षक को नियमों का संदर्भ अंकित करना चाहिए और यह भी लिखना चाहिए कि उक्त संस्था को उसके अभिमतानुसार किस स्तर की एवं किन २ विषयों की मान्यता प्रदान करना किन शर्तों पर उचित है।

तिथि _____

हस्ताक्षर _____

निरीक्षक का पद _____

केन्द्र _____

Appendix.

शिक्षा विभाग राजस्थान

शिक्षण संस्था सहायता प्रार्थना-पत्र

प्रेषक

श्रीमान् शिक्षा विभागाध्यक्ष,

राजस्थान, जयपुर ।

मान्यवर महोदय,

३१ मार्च सन् १९५५ की समाप्त होने वाले वर्ष के लिये (संस्था का नाम)
संस्था की सहायता स्वीकृति के सम्बन्ध में आव-
श्यक सूचना सेवा में प्रेषित करता हूँ ।

मैं प्रमाणित करता हूँ कि

१. संलग्न सूचना पूर्णतया सत्य है ।
२. किसी उल्लेखनीय बात को जान बूझ कर छिपाया नहीं गया है ।
३. यह संस्था मान्यता की आवश्यकताओं एवं सहायता के नियमों का पालन करती रही है और करती रहेगी ।
४. संस्था के कक्षावार एवं अभ्यापकवार टाइमटेबुल : (समय विभाग चक्र) की प्रतियाँ आपके अवलोकनार्थ साथ में संलग्न हैं ।
५. मैं अनुबन्ध करता हूँ कि उपर खंड ३ में उल्लिखित नियमों में से किसी की अवहेलना होने की दशा में राजस्थान सरकार, सहायता बंद कर सकती है ।

दिनांक

भवदीय

हस्ताक्षर

पद

सूचना:—यह प्रार्थना पत्र शिक्षण संस्थाओं के सम्बन्धित निरीक्षक के पास जिस वर्ष के लिए सहायता चाही गई है उस वर्ष पहले वाले अक्टूबर मास के अन्त तक अवश्य पहुंच जानी चाहिए । परन्तु सन् १९५५ -५ की सहायता के लिए प्रार्थना पत्र शिक्षण संस्थाओं के सम्बन्धित निरीक्षक के पास ३१ जुलाई सन् १९५५ तक अवश्य पहुंच जाने चाहिए ।

साधारण सूचना

- संस्था का नाम _____
- संस्था का स्तर _____
- संस्था की स्थापना की तिथि _____
- मान्यता की तिथि _____
- इसके वर्तमान स्तर की तिथि _____
- संस्था को सहायता कब से मिल रही है _____
- संस्था को गत वर्ष कितनी सहायता मिली _____
- संस्था की कार्यकारिणी नियमानुसार सरकार में रजिस्टर्ड है अथवा नहीं। यदि है तो रजिस्टर नम्बर _____
- संस्था का अन्य कोई विशेष वृत्तान्त (यदि कोई हो तो) _____

प्रबन्ध कारिणी समिति

क्रम संख्या	नाम सदस्य	निर्वाचन की तिथि
१.		
२.		
३.		
४.		
५.		
६.		
७.		
८.		
९.		
१०.		
११.		
१२.		
१३.		
१४.		
१५.		

सूचना :—प्रबन्धकारिणी समिति के नये विधान तथा नियमों की प्रति साथ में संलग्न हो।

संस्था के गत ३१ मार्च तक के वैतनिक कार्यकर्ताओं का विवरण

अध्यापक

क्रम संख्या	नाम अध्यापक	योग्यता अवस्था	सेवा काल	पाठन कार्य का अनुभव	वेतन तथा प्रोड	ग्रावीडेंट फंड	महंगाई	अन्य कोई भत्ता	विशेष वृत्तान्त
१.									
२.									
३.									
४.									
५.									
६.									
७.									
८.									
९.									
१०.									
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१७.									
१८.									
१९.									
२०.									
२१.									
२२.									
२३.									
२४.									

योग

अध्यापक वर्ग पर कुल मासिक व्यय

लेखक वर्ग

१

२

३

४

योग—

लेखक वर्ग पर मासिक व्यय

भृत्य वर्ग

१

२

३

४

५

६

७

८

योग—

भृत्य वर्ग पर मासिक व्यय

वृद्ध योग : मासिक व्यय—

आय व्यय का विवरण

आय

संस्था का स्थाई कोष जो गत ३१ मार्च को था _____

इस स्थाई कोष का धन किस प्रकार लगा _____

रखा है उसका संक्षिप्त विवरण _____

आय के मद्	गत वर्ष की ठीक आय	चालू वर्ष की अनुमानित आय	आगामी वर्ष की अनुमानित आय
१. पाठन शुल्क			
२. दण्ड			
३. प्रवेश शुल्क			
४. छात्र प्रत्यावर्तन शुल्क			
५. मासिक चन्दा अथवा स्थाई चन्दा			
६. स्थानीय संस्थाओं से प्राप्त धन			
७. सरकारी सहायता			
८. स्थायी कोष के व्याज आदि से प्राप्त धन			
९. अन्य किसी प्रकार से प्राप्त धन			

योग...

वृद्धयोग...

तिथि _____

प्रबन्धक अथवा मंत्री के हस्ताक्षर

प्रधानाध्यापक के हस्ताक्षर

व्यय

आय की मदें	गत वर्ष की ठीक आय	चालू वर्ष का अनुमानित व्यय	आगामी वर्ष का अनुमानित व्यय
१. अध्यापक वर्ग का वेतन, प्रोवीडेंट फंड के लिए देने योग्य धन			
२. लेखक वर्ग को वेतन एवं प्रोविडेंट फंड के लिए देने योग्य धन			
३. मंहगाई			
४. स्टेशनरी तथा छपाई का व्यय			
५. पानी तथा प्रकाश का व्यय			
६. पाठन सामग्री को ठीक रखने के लिए व्यय			
७. संस्था के भवन तथा फर्नीचर की साधारण मरम्मत का व्यय			
८. मकान किराया : यदि संस्था किराये के मकान में हो ।			
९. पुस्तकालय, पुस्तकों तथा वाचनालय का रेकर्डिंग व्यय			
१०. जो शिक्षणालय एक से अधिक संस्था चला रहे हैं वहां उस संस्था का संचालन सम्बन्धी आवश्यकीय व्यय			
११. अन्य व्यय			

योग...

तिथि _____

हस्ताक्षर मंत्री तथा प्रबन्धक

हस्ताक्षर प्रधानाध्यापक

राजस्थान सरकार

शिक्षा विभाग

संस्था को सहायता देने के सम्बन्ध में अधिकारी वर्ग का अभिमत।
संस्था की सहायता प्राप्ति के लिए उपयुक्तता

(सहायता सम्बन्धी नियमों में से चौथा नियम)

२. प्रबन्धक द्वारा प्राप्त हुई सूचना की सत्यता ।
३. अन्य कोई विशेष वृत्तान्त ।
४. सिफारिश (अभिशांसा) ।

अभिशांसक के हस्ताक्षर तथा पद ।

सन १९५५ . तक के लिए

रु० सहायता के लिये

संस्था को स्वीकृत किये गये ।

स्वीकृति प्रदान करने वाले अधिकारी के,
हस्ताक्षर एवं पद ।

APPENDIX XVI

(SEE CHAPTER XXI RULE 3)

Application for premission for private tuitions.

(Principals of Colleges, Headmasters of schools and Superintendents of Hostels getting Rs. 20-0- P.M. or more as Superintendent allowance) attached to the colleges and schools are not allowed to undertake any Private tuition).

1. Name of the applicant.
2. Designation.
3. Name of school or college employed in
4. Name and class of the pupil.
5. Whether the pupil is reading in class taught by the applicant ?
6. Subjects in which permission for tuition is being requested.
7. Details of any other tuition already being done by the applicant.
8. I declare that the number of hours given by me to this tuition shall not exceed _____ per day or _____ per week.
9. I further declare that the business of my private tuition will not interfere with the proper execution of my school duties including the preparation of lessons at home, the correction of exercises and participation in extra-curricular activities.
10. I shall abide by the general rules of the Education Department enforced in respect of permission for private tuition.

Date _____

Signature of the applicant.

Date _____

*Signature of the sanctioning authority
Designation.*

APPENDIX XVII.

**Application Form for Training of Teachers
(Govt. Servants)**

1. Name _____
2. Father's Name _____
3. Date of birth _____
(According to the University certificate or
Departmental record).
4. Date of employment _____
5. Date of confirmation _____
6. Qualification, mentioning subjects taken to:-

Name of Examination	Years of passing	Subjects taken	Division
<ol style="list-style-type: none"> 1. Middle. 2. Matric. 3. Intermediate 4. B.A , B.Sc. or B. Com. 5. M.A., (trained or untrained) 6. Present salary and grade with days of promotion to the present grade. 7. Name of the training institution to which application is made (in order of preference). 8. Institution where serving. 9. Permanent address. 			

Signature of applicant.

Remarks and recommendation of the forwarding authority.

*Signature of forwarding
authority and designation.*

APPENDIX XVIII

**Application Form for Training of Teachers
(Private Candidates)**

1. Name _____
2. Father's/Husband's name with address _____
3. Date of birth _____
(According to University or Board Certificate).

4. Qualification mentioning subjects taken at :—

Name of Examination.	Year of passing.	Subjects taken.	Division
----------------------	------------------	-----------------	----------

1. Middle.

2. Matric.

3. Intermediate

5. Particulars about service, if any.

(i) Name of school or schools _____

(ii) Length of service there _____

6. Name of the training institution desired to be joined.
-

7. Permanent address _____

Signature of the applicant.

APPENDIX XIX.

स्कूल

छात्र रजिस्टर

लेख प्रमाण (क)

रजिस्टर संख्या _____

प्रवेश दिनांक	छोड़ने का दिनांक	छोड़ने का कारण
---------------	------------------	----------------

लेख प्रमाण (ख)

छात्र का नाम व धर्म	जन्म तारीख	इस स्कूल में प्रथम प्रवेश के दिन वय	पिता का नाम व्यवसाय और पता	संरक्षक का नाम व्यवसाय और पता	छात्र का निवासस्थान	प्रथम प्रवेश के दिन छात्र का राजस्थान में निवास का समय	उस स्कूल का नाम जिसमें छात्र इस स्कूल में प्रवेश होने से पहले पढ़ा हो	पिछले स्कूल को छोड़ते समय छात्र कौनसी कक्षा में उत्तीर्ण हुआ था। किस कक्षा में चढ़ाये जाने योग्य था।	विवरण
१	२	३	४	५	६	७	८	९	१०
वर्ष	माह								

लेख प्रमाण (ग)

210

प्रवेश या उत्तीर्ण		इस स्कूल से कक्षा पास करने का दिनांक	उपस्थिति		उपस्थित रहने की मीटिंग की संख्या	कक्षा में स्थान कक्षा में छात्रों की संख्या	कक्षा में अन्तिम परीक्षा के अनुसार स्थान	कार्यालय	आचरण	कार्य	छोटे हस्ताक्षर प्रधानाध्यापक प्रधानाध्यापिका
कक्षा	दिनांक		स्कूल	मीटिंग्स की संख्या							
१											
२											
३											
४											
५											
६											
७											
८											
९											
१०											

प्रमाणित किया जाता है कि उपरोक्त छात्र रजिस्टर में शिक्षा विभाग के नियमानुसार छात्र के स्कूल छोड़ने के दिन तक तमाम खाना पूरी कर दी गई है तथा रु० प्राप्त करके इसकी एक प्रतिलिपि प्रदान कर दी गई है।

दिनांक

१६ .

प्रतिलिपि दी गई

लेखक

प्रधानाध्यापक,
प्रधानाध्यापिका।

APPENDEX XX
[See Chapter XXIII Rule 19]
Admission Register.

राजस्थान
शिक्षा
प्रारंभिक पाठशालाओं का

प्रवेश रजिस्टर

पाठशाला

तहसील

क्रम संख्या	नाम विद्यार्थी	जन्म तिथि	उम्र		पिता का नाम	निवास स्थान तहसील सहित	पिता या संरक्षक का धंधा	जहाँ शिक्षा पाठशाला पहले प्राप्त की	कक्षा में प्रवेश या उन्नति की तिथि १ २ ३ ४ ५
			वर्ष	माह					

सरकार
विभाग
प्रवेश रजिस्टर
जिला

डिधीजन

पाठशाला छोड़ते समय अंतिम कक्षा उत्तीर्ण		पुरानी क्रम संख्या आदि छात्र ने पुनः प्रवेश किया हो	यदि पुनः प्रवेश किया है तो पुनः प्रवेश शुल्क			पाठशाला छोड़ने की तारीख तथा कारण		यदि स्थानान्तर प्रमाण पत्र दिया गया है तो उसकी क्रम संख्या दी जाय	स्थानान्तर प्रमाण शुल्क		हस्ताक्षर
अंतिम कक्षा	तारीख		रुपया	पैसा	अन्यापक के हस्ताक्षर	तारीख	कारण		रुपया	पैसा	
२	२	३	४		५	६	७	८	९	१०	

चालान संख्या जिसके द्वारा स्थानान्तर प्रमाण शुल्क या पुनः प्रवेश शुल्क कोष में जमा कराया गया

११

विशेष विवरण

१२

Appendix XXI

राजस्थान शिक्षा विभाग

पाठशाला प्रवेश प्रार्थना पत्र

- अ. प्रवेशार्थी/प्रवेशार्थिनी के पिता या संरक्षक द्वारा पूर्ति निमित्त
पाठशाला का नाम _____ स्थान _____
१. प्रवेश प्रार्थना पत्र अर्पित करने की तिथि _____
२. छात्र/छात्रा का पूरा नाम _____
३. धर्म _____
४. जन्म तिथि ईस्वी सन् में _____
५. प्रवेश के समय आयु _____
६. छात्र/छात्रा के पिता का पूरा नाम, आजीविका एवं स्थाई पता _____
७. संरक्षक का पूरा नाम, आजीविका एवं स्थाई पता _____
८. छात्र/छात्रा और संरक्षक का सम्बन्ध _____
९. छात्र/छात्रा का निवास स्थान _____ ग्राम _____
तहसील _____ जिला _____ ग्राम _____
१०. राजस्थान में निवास की अवधि _____
११. प्रवेश से पूर्व जिस पाठशाला में अध्ययन किया हो। उसका नाम स्थान
प्रमाणपत्र _____
१२. कक्षा जिसमें प्रवेश चाहता है या चाहती है _____
१३. अभीष्ट ऐच्छिक विषय _____
१४. यदि छात्र पुनः इसी पाठशाला में प्रविष्ट हो रहा है तो कक्षा का नाम
जिसमें पढ़ना छोड़ा और कब छोड़ा _____

हस्ताक्षर पिता या संरक्षक ।

आ. पिता अथवा संरक्षक द्वारा प्रमाणिकरण और प्रतिज्ञा :—

१. मैं प्रमाणित करता हूँ कि उपरोक्त विवरण ठीक है।

२. मैं प्रमाणित करता हूँ कि छात्र/छात्रा का नाम _____

छात्र/छात्रा

(क) ने इस पाठशाला में प्रवेश पूर्व-किसी राज्य द्वारा प्रमाणित पाठशाला में शिक्षा नहीं पाई है।

(ख) इस प्रार्थना पत्र में अंकित छात्र की जन्म तिथि सही है।

३. मैं प्रतिज्ञा करता हूँ कि :—

(क) जब तक उक्त छात्र/छात्रा इस संस्था में शिक्षा प्राप्त करता रहेगा, मैं संस्था के नियमों उपनियमों से आवद्ध रहूँगा।

(ख) छात्र/छात्रा की उल्लिखित जन्म तिथि में परिवर्तन के लिए अन्तुरोध नहीं किया जावेगा।

(ग) पाठशाला का नियमित शुल्क दूँगा।

पिता या संरक्षक के हस्ताक्षर।

इ. पाठशालाधिकारियों के द्वारा निमित :—

_____ कक्षा में प्रविष्ट करने के लिए छात्र/छात्रा की परीक्षा ली जावे।

प्रधानाध्यापक

प्रधानाध्यापिका

तिथि _____

१. _____ विषय में योग्य, अयोग्य पाया गया, सम्बन्धित अध्यापक के हस्ताक्षर।

२. _____ " " " " " "

३. _____ " " " " " "

४. _____ " " " " " "

५. _____ " " " " " "

६. _____ " " " " " "

७. _____ " " " " " "

८. _____ " " " " " "

९. _____ " " " " " "

_____ कक्षा में फीस प्राप्त करके प्रविष्ट किया जावे।

तिथि _____

प्रधानाध्यापक

प्रधानाध्यापिका

० यह प्रमाण तब करने की आवश्यकता है जब नम्बर १३, १४ की पूर्ति की गई हो

_____ प्रवेशांक पर आवश्यक फीस प्राप्त करके प्रविष्ट किया

गया है फीस का विवरण _____

तिथि _____

पाठशाला कर्मचारी

प्रधानाध्यापक

अवलोकित _____

प्रधानाध्यापिका

APPENDIX XXII
(SEE CHAPTER XXIII RULE 5)

(Suggestive only)

Name _____ Session _____
 Date of birth _____ Class _____ Section _____
 Father's name _____ Name of guardian with
 address _____
 Day-scholar or Boarder _____
 Members of the family he lives with _____
 Average income of the guardian _____
 Place of residence in the city, town _____
 or village _____

(A) Academic Progress.

Subject	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan.	Feb.	Mar.	April

Signature of the teacher _____

Signature of the Headmaster _____

Signature of the guardian _____

(B) Miscellaneous.

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April
--	------	------	-------	------	------	------	------	------	------	-------

No. of school
meetings.

Attendance of
the pupil.

Fee to be deposi-
ted next month

Fine to be deposi-
ted next month

Signature of Class teacher _____

Signature of Headmaster _____

Signature of guardian _____

(C) Social and Cultural Progress.

Activity	First Term	Second Term	Third Term
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of the Teacher _____

Signature of the Headmaster _____

Signature of the Guardian _____

(D) Physical Progress.

Term	Height	Weight	Chest Exp.	Teeth, Eyes, throat	Any Disease	Signature
First Term						Teacher_____
						Headmaster_____
						Guardian_____
Second Term						Teacher_____
						Headmaster_____
						Guardian_____
Third Term						Teacher_____
						Headmaster_____
						Guardian_____

(E) Moral Progress.

Traits	First Term	Second Term	Third Term
Discipline			
Behaviour			
Temperament			
Sociability			
Sense of responsibility			
Leadership			

(F) General

Term**Signature**

First term

Teacher _____

Headmaster _____

Guardian _____

Second term

Teacher _____

Headmaster _____

Guardian _____

Third term

Teacher _____

Headmaster _____

Guardian _____

APPENDIX XXIII.

अनुबन्ध पत्र (Bond)

(पाठशाला स्थापित करने के सम्बन्ध में)

ग्राम _____ तहसील _____ जिला _____

स्टाम्प

जो कि हम _____ ग्राम के निवासी उक्त ग्राम में पाठशाला स्थापित करवाना चाहते हैं और क्योंकि राजस्थान के राज्यपाल ने ऐसी पाठशाला की स्थापना इस शर्त पर स्वीकार की है कि हम नियमानुसार अनुबन्ध-पत्र लिखें। अतः हम निम्नलिखित व्यक्ति—

१. श्री _____ का पुत्र श्री _____
निवासी _____ मुख्य प्रतिनिधि _____
२. श्री _____ का पुत्र श्री _____
निवासी _____ मुख्य प्रतिनिधि _____
३. श्री _____ का पुत्र श्री _____
निवासी _____ मुख्य प्रतिनिधि _____
४. श्री _____ का पुत्र श्री _____
निवासी _____ मुख्य प्रतिनिधि _____
५. श्री _____ का पुत्र श्री _____
निवासी _____ मुख्य प्रतिनिधि _____

पृथक एवं संयुक्त रूप से राज्यपाल से अनुबन्ध करते हैं कि:—

१. इस पाठशाला में सर्वदा छात्र एवं छात्राओं की उपस्थिति ठीक ठीक रहेगी।
२. इस ग्राम में पाठशाला स्थापित होने से पहले उसके लिए उपयुक्त मकान का प्रबन्ध करके मकान को शिक्षा विभाग के सिपुर्द कर देंगे या मकान किराए पर लेकर दे देंगे। यह प्रबन्ध हम पाठशाला खुलने के दस वर्ष पर्यन्त कर देंगे। इसी नमूने के अनुवास शाला भवन निर्माण करा देंगे अथवा शाला निर्माण के लिए द्रव्य संग्रह करके शिक्षा विभाग में उक्त कार्य निमित्त जमा करा देंगे।

३. पाठशाला खुलने से पहले हम अभ्यापक के निवास गृह का सुप्रबन्ध कर देंगे ।
४. शाला भवन की लिफाई, पुताई मरम्मत आदि शिक्षा विभाग के निर्देशानुसार प्रतिवर्ष हम कराते रहेंगे ।
५. (क) यदि बिना किसी कारण के जिसमें हम विषय हों बालक बालिकाओं की औसत उपस्थिति निरन्तर ६ मास तक प्रति मास ३० से कम रही तो पाठशाला को शिक्षा विभाग द्वारा हटाने में कोई आक्षेप नहीं करेंगे ।
- (ख) यदि किसी मास में मध्यमोपस्थिति ३० से कम हो गई तो उस मास के समाप्त होते ही रजिस्ट्री से तत्काल सम्बन्धित इन्स्पेक्टर साहब के द्वारा उपस्थिति की कमी का कारण लिखित रूप में तहसील से समर्थित कराके शिक्षा विभाग में अर्पण करा देंगे । यदि शिक्षा विभाग स्वीकृत योग्य नहीं समझेगा तो सम्बन्धी मासों का भी पाठशाला का अर्ध व्यय हम देंगे ।

अतः यह प्रतिज्ञा पत्र हम सबने स्वेच्छा एवं प्रसन्नता पूर्वक सावधानी के साथ लिख दिया है । जिससे कि प्रमाण रहे और आवश्यकता के समय काम आवे ।

तारीख मास सन्

प्रतिनिधियों के हस्ताक्षर

१. _____ का पुत्र _____
२. _____ का पुत्र _____
३. _____ का पुत्र _____
४. _____ का पुत्र _____
५. _____ का पुत्र _____

प्रमाणीकरण तहसीलदार अथवा अन्य गजटेड ऑफिसर द्वारा

तारीख _____ माह _____ सन् _____

प्रतिनिधियों के प्रतिज्ञा पत्र को अक्षरशः सुन कर अपना लिखा हुआ स्वीकार किया ।

तारीख _____

हस्ताक्षर और मुहर

APPENDIX XXIV

Jaipur, October 18, 1955.

Subject :—Delegation of powers to the Officers of Education Department.

No. F. 18. (13)—F. II (R) 55 His Highness the Rajpramukh has been pleased to delegate the Financial powers and powers under service to the officers of the Education Department, as per schedule attached.

Delegation of Financial Powers and Powers under service rules to the Officers of the Edu. Department.

Serial No.	Nature of Powers	Director of Education	Deputy Director of Education	Inspector and Deputy Inspectors of schools I/C and other officers of the same category	Head of the Inter and Training Colleges	Head of the High and Trg. Schools	Librarian of Library	
1	2	3	4	5	6	7	8	
1	Power to grant leave other than study, and disability.	According to revised Schedule.	Upto the power of Appts. and Asstt. teachers in untrained graduates.	Upto the powers of Appts. and Assistant teachers in Inter grade.	Upto the powers of Appts.	Upto the powers of Appts.	Upto the powers of Appts.	
2	Repairs to buildings maintenance of which is entrusted to the Department.	Full Powers ...	Upto Rs. 2,000 ...	Upto Rs. 50..	
3	Rent for accommodation ...	Subject to the condition that the maximum limit upto which ordinary office accommodation can be taken on rent should not exceed Rs. 100 P.M. as provided in item 22 of Annexure 'A' to the appendix VIII to the revised schedule of powers.				

4	Purchases of Stocks and Stores.	According to the powers delegated,	Upto Rs. 1000 ...	Upto Rs. 500 ...	Upto Rs. 500	Upto Rs. 100	Upto Rs. 100
5	Writing of losses and property.	Upto Rs. 250 in each case subject to limit of Rs. 5,000 in year provided it is not the theft, embezzlement,	Upto Rs. 100 in each case subject to limit of Rs. 1000 in a year provided it is not due theft embezzlement.	Upto Rs. 10/ in each case subject to a limit of Rs. 100/ in year subject to the provision in the foregoing columns.	Upto Rs. 10/ in each case subject to a limit of Rs. 100/ in a year.
6	Auction of unserviceable articles and write off their costs.	Upto Rs. 250 in each case subject to limit of Rs. 5 000 in year provided it is not the theft, embezzlement.	Upto Rs. 100 in each case subject to a limit of Rs. 1000 in a year provided it is not due theft embezzlement etc.	Upto Rs. 10/ in each case subject to a limit of Rs. 100/ in a year subject to the provision in the foregoing columns.	Upto Rs. 10/ in each case subject to a limit of Rs. 100/ in a year.
7	Refund off Revenue ...	Upto Rs. 100 at a time

APPENDIX XXVII.

All students belonging to scheduled tribes, scheduled castes and other Backward classes (list of classes to be included in this exemption is given below) shall be exempted from payment of any tuition fees in all Government Educational Institutions.

List of scheduled tribes, scheduled castes and backward classes.

1. *Scheduled Tribes.*1. *Bhils.*II. *Scheduled castes.*

- | | |
|---------------------|----------------------|
| 1. Adhi Dharmi. | 23. Badi. |
| 2. Badgar. | 24. Bargi. |
| 3. Bhand. | 25. Bidakia. |
| 4. Chura. | 26. Dhankia. |
| 5. Dome. | 27. Garaccha Mehtar. |
| 6. Jatia. | 28. Kapadia Sansi. |
| 7. Khatka. | 29. Korla. |
| 8. Madari (Bajigar) | 30. Mehar. |
| 9. Mochi. | 31. Pasi. |
| 10. Raodasis. | 32. Sarbhangi. |
| 11. Sansi. | 33. Tirgar. |
| 12. Aheri. | 34. Bagri |
| 13. Bansphore. | 35. Basaria. |
| 14. Bhangi. | 36. Chamar. |
| 15. Dabgar. | 37. Deeda. |
| 16. Gandia. | 38. Godhi. |
| 17. Kalbelia. | 39. Khangar. |
| 18. Kooch ban. | 40. Kanjar. |
| 19. Majhabi. | 41. Mehtar. |
| 20. But. | 42. Raiger. |
| 21. Rawal. | 43. Singiwala. |
| 22. Thori. | 44. Walmiki. |

III. *Backward classes.*

- | | |
|-------------------------|---------------------|
| 1. Bagri. | 31. Balai. |
| 2. Bola. | 32. Badera |
| 3. Chesta. | 33. Shandapl. |
| 4. Dholi. | 34. Dhankas. |
| 5. Ghanacha. | 35. Garasia. |
| 6. Gaderia. | 36. Jogi. |
| 7. Julaha. | 37. Kanjar. |
| 8. Kahar. | 38. Koli. |
| 9. Lohar. | 39. Kangi. |
| 10. Werasi. | 40. Merat. |
| 11. Mogia. | 41. Miras. |
| 12. Ood (Beldar). | 42. Maik. |
| 13. Rehrrri. | 43. Pinjara. |
| 14. Satiaya. (Sindhis). | 44. Sad (Santia) |
| 15. Khant. | 45. Silkiwala. |
| 16. Beria. | 46. Banjara. |
| 17. Baori. | 47. Bagaria. |
| 18. Chamta. | 48. Dhobi |
| 19. Dhandi. | 49. Ghanchani. |
| 20. Gawaria. | 50. Gadic Lohar. |
| 21. Hala. | 51. Jhatav (Yadav). |
| 22. Kalal. | 52. Kumbhar. |
| 23. Khatik. | 53. Kharol. |
| 24. Kanvi. | 54. Lakhara. |
| 25. Mer. | 55. Mena. |
| 26. Mai. | 56. Maha Brahmin. |
| 27. Megwal. | 57. Nairia. |
| 28. Patwa (Phadal). | 58. Sonsi (Sehar) |
| 29. Rai. | 59. Thatera. |
| 30. Siklighar. | 60. Rawat. |

GOVERNMENT OF RAJASTHAN

Education Department

No. F, 1 (127) Edu/(B)/56

Dated 9th July, 1956.

ORDER

His Highness the Rajpramukh has been pleased to order that the facility of free education be provided at all stages of education to the members of families of the Govt. Servants, both gazetted and non gazetted, in receipt of basic pay of Rs. 250 r.m. (Two hundred and fifty) or less with effect from the Academic Session 1956-57 in all Government Educational Institutions in Rajasthan Technical or otherwise.

GOVERNMENT OF RAJASTHAN

Education Department.

ORDER

No. F. 1.(127) Edu/(B)/56 Dated Jaipur, the 7th August, 1956.

*Reference:—*This Department Order of even number dated 9th July, 1956.

Whereas some doubts have arisen in connection with the benefits to be allowed to Government Servants under Government Order referred to above, His Highness the Rajpramukh has been pleased to Order that:—

- (1) Members of the family of a Government Servant should include self, wife, legitimate or illegitimate children and brothers and sisters solely dependent on the Government Servant would be entitled to the concession till they are married.
- (2) Only the Government servants of the Government of Rajasthan are contemplated under this exemption. Servants of Government of India, Railways, Indian Post Offices and other States cannot be exempted under this Order.
- (3) Persons serving in Semi-Government bodies like the Municipal Boards, District Boards, Panchayats and Government aided institutions cannot claim this exemption.
- (4) The concession of exemption extends only in respect of (a) Tuition Fees (b) Admission Fee (c) Science, Drawing, Commerce Fee or for any technical subject.
It does not apply to (a) Library and Reading room fees (b) Hostel room rent (c) Hostel electricity & water charges (d) Examination Fee (e) Terminal Examination Fee (f) College Magazine Fee (g) College Day Fee (h) Affiliated Club Fee and Student's Association Fee etc.
- (5) The present Order will not effect any other Freeships and scholarships that may be granted under other orders issued by the Government.
- (6) Pensioners of the Government of Rajasthan will not be entitled to any benefit under this order.
- (7) These concessions of exemption to members of Government servants' families will be withdrawn from persons, who fail in the annual examination till they pass that examination.

- (8) The bonafide students of scheduled castes, Scheduled Tribes, and other Backward Classes who may be in indigent circumstances but who fail at an annual examination will also be not entitled to free education till they pass that examination.
- (9) (a) This benefit is to be given from the commencement of the Academic Session 1956-1957 in all Government Educational Institutions and if any fees have already been realised they should be refunded according to Rules.
- (b) This benefit can be available to a Government servant only upto the date till his pay as defined in Rule 7 (24) R.S.R. Rs. 250 p.m. If at any time during the session when the pay of the Government servants exceeds Rs. 250 p.m. he should be made to pay the fees for the rest of the session proportionately
- (10) The form of the certificate, a specimen of which is enclosed has been prescribed which every Government servant must present to the head of the Institution before any exemption from fees can be granted.
- (11) No change in guardian-ship should be allowed when this is done only for obtaining benefit of this exemption. Such cases with comment reasons should be recommended to Government for sanction.

CERTIFICATE FOR EXEMPTION.

This is to certify that Shri _____
 a student of the _____ class at the _____ is a member of
 the family (Self-wife/son/daughter/brother, sister) of shri _____
 _____ who is employed under me as _____ at _____
 and whose pay is Rs. _____ p. m. in the scale of pay of
 Rs. _____ the date of the next increment due to him is _____

Signature and rubber stamp indicating } *Signature of Gazetted*
 designation, of the Official Superior } *Officer*
 holding a gazetted rank. }

Rubber stamp. } _____
 indicating designation } _____

I solemnly declare on oath that _____ is
 my/son/daughter/brother/sister and is solely dependent on me,
 and that the above ^{daughter}_{Sister} of mine is unmarried.

Date

Signature of the Govt. servant,
 Designation.

TEXT BOOKS

The Government will follow a progressive policy of nationalising text books from classes I to VIII. This work of nationalisation shall be entrusted to a Board called Nationalisation Board of Text Books. It will consist of the following:—

- | | |
|--|------------|
| 1. Chairman, Board of Revenue, Rajasthan. | Chairman |
| 2. Secretary to Government, Education Department | Member |
| 3. Shri L. L. Joshi | „ |
| 4. Director of Education | „ |
| 5. Deputy Secretary to Govt. Finance Deptt. | „ |
| 6. R.A.S. Officer of the standing of a S.D.O. or an Education Officer not below the rank of a Deputy Director | Secretary. |

2. This Board will prepare its own constitution and procedure of work.

3. It may arrange to get text books written by appointing writers in various subjects or and invite them from authors in the country outside the panels.

4. These books will be written according to the curriculum supplied by the Government.

5. The Board will also prepare and supply to authors specifications for their guidance to write these text books, in such subjects as the Board thinks necessary.

6. It will arrange to get these books reviewed. The final scrutiny of these will be made by a high level committee consisting of a Judge of the Rajasthan High Court, a member of the Rajasthan Public Service Commission and the Chairman of the Nationalisation Board of Text Books.

7. After the final selection, the Board will arrange to appoint artists to prepare suitable illustrations for various text books.

8. The Board will also arrange to get these books printed in Government as well as private presses. It will be free to decide the quality of paper, cover page, type to be used, kind of binding, size of the book, contents and illustrations and other details regarding contents and get-up of these books.

9. It will fix rates of remuneration to be paid to authors of books, artists, reviewers and to such others who will be called upon to assist in this work.

10. It will take any other steps which it deems suitable for the fulfilment of these objectives.

11. The books once prescribed will continue for three or four years unless there are strong reasons for changing or replacing them earlier.

GOVERNMENT OF RAJASTHAN.

Appointments (A) Department.

O R D E R.

NoD.1.11325/Appts (A)/56.

Dated 16th, January 1956.

In exercise of the powers conferred under Rules 12 (a) of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1950, His Highness the Rajpramukh is pleased to order that the following be added as Notes 1 and 2 below the posts specified under head 'Education Department' in Schedule II appended to the said Rules:—

NOTE 1.—The powers specified in Part III in regard to the holders of these posts where the maximum pay of the post does not exceed Rs. 125/- p. m. will vest with the Deputy Director of Education (Range) subject to the provisions contained therein and also subject to Note 2 below:—

NOTE 2.—The powers specified in Part III in regard to the holders of the posts of teachers (item above) where the pay of the post does not exceed Rs. 70/- p. m. will vest with the Inspectors and Deputy Inspectors of Schools in charge Districts, subject to the provisions contained therein.

By Order,
M. MUKERJI,
*Additional Secretary to the,
Government of Rajasthan, Jaipur.*

Schedule showing Delegation of Financial Powers and Powers under service Rules to the officers of the Education Department.

S. No.	Nature of Power	To whom delegated	Extent of delegation	Remarks
1	2	3	4	5
1	Powers to grant leave other than study leave and disability leave.	Director of Education ... Dy. Director of Education ... Assistant Director of Education (Women). Inspectors and Deputy Inspectors Incharge Districts. Deputy Inspectors of School ... Heads of Inter Colleges ... Heads of High, Training & Multi-purpose Schools. Librarians of 'A' Class Libraries.	Upto powers of appointment. Upto powers of appointment and Assistant Teachers in untrained grade. Upto powers of appointment Asstt. Teachers in Inter grade and Lower Division Clerks. Upto powers of appointment and Asstt. Teachers in Inter Grade. Upto powers of appointment and Asstt. Teachers in Matric grade. Upto powers of appointment, Upto powers of appointment. Upto powers of appointment.	

2	Repairs to buildings, maintenance of which is entrusted to the Deptt.	Director of Education ...	Full powers.
		Dy. Director of Education ...	Upto Rs. 2,000.
		Asstt. Director of Education (Women).	Upto Rs. 500.
		Inspectors and Deputy Inspectors Incharge Districts.	Upto Rs. 500.
		Deputy Inspector of Schools ...	Upto Rs. 50.
3	Purchase of Stores ...	Direct of Education	Upto Rs. 20,000.
		Dy. Director of Education ...	Upto Rs. 5,000.
		Asstt. Director of Education (Women).	Upto Rs. 2,000.
		Inspectors and Deputy Inspector Incharge Districts.	Upto Rs. 2,000 in case of Inspectors of Schools
		Deputy Inspector of Schools ...	Upto Rs. 5,00.
		Heads of Inter Colleges ...	Upto Rs. 2,000.
		Heads of High, Training & Multipurpose Schools.	Upto Rs. 5,00.
		Librarians of 'A' Class Libraries...	Upto Rs. 1,00.

S. No.	Nature of Power	To whom delegated	Extent of delegation	Remarks
1	2	3	4	5
4	Writing of losses of property.	Director of Education ... Dy. Director of Education ... Assistant Director of Education (Women). Inspector and Deputy Inspector of Schools Incharge Districts. Deputy Inspector of Schools ... Heads of Inter Colleges ... Heads of High, Training & Multi-purpose Schools. Librarians of 'A' Class Libraries .	Upto Rs. 500 in each case subject to a limit of Rs. 10,000 in a year. Upto Rs. 200 in each case subject to a limit of Rs. 2000 in a year. Upto Rs 100 in each case subject to a limit of Rs. 1000 in a year. Upto Rs. 50 in each case subject to a limit of Rs. 500 in a year to the Inspectors and Upto Rs. 25 in each case subject to a limit of Rs. 250 in a year to the Dy. Inspectors Incharge Districts. Upto Rs. 25 in each case subject to a limit of Rs. 250 in a year. Upto Rs. 50 in each case subject to a limit of Rs. 500 in a year. Upto Rs. 25 in each case subject to a limit of Rs. 250 in a year. Upto Rs. 25 in each case subject to a limit of Rs. 250 in a year.	

5	Auction of unserviceable articles and write off their costs.	Director of Education ...	Upto Rs. 500 in each case subject to a limit of Rs. 10,000 in a year.
		Dy. Director of Education ...	Upto Rs 200 in each case subject to a limit of Rs. 2000 in a year.
		Assistant Director of Education (Women).	Upto Rs. 100 in each case subject to a limit of Rs. 1000 in a year.
		Inspector and Dy. Inspectors In-charge Districts.	Upto Rs. 50 in each case subject to a limit of Rs. 500 in a year to the Inspectors and Upto Rs. 25 in each case subject to a limit of Rs. 250 in a year to the Deputy Inspectors Incharge Districts.
		Dy. Inspectors of Schools ..	Upto Rs. 25 in each case subject to a limit of Rs. 250 in a year.
		Heads of Inter Colleges . .	Upto Rs. 50 in each case subject to a limit of Rs. 500 in a year.
		Heads of High, Training and Multi-purpose Schools.	Upto Rs. 25 in each case subject to a limit of Rs. 250 in a year.
		Librarians of 'A' Class Libraries ..	Upto Rs. 25 in each case subject to a limit of Rs. 250 in a year.

NOTE :—1. The powers regarding item No. 4 & 5 will be exercised subject to the observance of conditions laid down below item No. 27-II-Delegation of financial powers in Appendix IV-General Financial and Account Rules and Rule 20 of General Financial and Account Rules.

2. In all cases of loss of Government property-Stores the authority competent to write it off should undertake an investigation into the circumstances leading to the loss ; if it is found that the loss had been occasioned by fraud or negligence, he should :-
- (a) in the case of Government servants submit a report to the authority competent to take disciplinary action or if he himself is the competent authority proceed to take appropriate action, and
 - (b) in the case of any other persons take such steps as may be appropriate to recover the value of the loss or to initiate other proceedings as the case may be.

After necessary action has been taken, the authority may write off the loss to the extent of the power delegated to him. A report setting out the circumstances in which the loss occurred, the person or persons responsible for the loss, and a copy of the sanction to write off should be sent to the Accountant General in continuation of the report required to be sent under rule 20 of General Financial and Account Rules.
