

TAMILNADU EDUCATIONAL RULES

Preliminary

1. This may be called " The TamilNadu Educational Manual" .
2. It extends to the whole of the State of TamilNadu.
3. It applies to all schools under all Managements, recognized by the Government in the Education Department in a variety of classifications.
4. In this Manual, unless the context otherwise requires, the term
 - A. "Director" – signifies,
 - a) The Director of School Education, in respect of secondary (High) and Higher secondary schools and Anglo-Indian Schools.
 - b) The Director of Elementary Education, in respect of Pre-Primary, Nursery and Primary, Primary, and Middle School.
 - c) The Director of Matriculation Schools, in respect of Matriculation schools
 - d) Director of Teacher Education, Research and Training in respect of Teacher Training Institutes.
 - e) Director of Government Examinations.
 - B. "Inspecting Officer" means in relation to
 - a) Pre-Primary, Nursery and Primary; Primary and Middle schools-Assistant Elementary Education Officer or Additional Assistant Elementary Education Officer at the Block level and District Elementary Education Officer at the District Level.
 - b) Secondary Schools – District Educational Officer.
 - c) Higher Secondary Schools – Chief Educational Officer.
 - d) Matriculation Schools – Inspector of Matriculation Schools
 - e) Anglo-Indian Schools – Inspector of Anglo- Indian Schools.
 - C. "The Head of the Institution –includes,
 - a. Headmaster b. Headmistress c. The Principal
 - D. "Recognized Schools" – means the schools recognized by the Government of TamilNadu in the Department of Education through
The Director of School Education
The Director of Elementary Education
The Director of Matriculation Schools
The Director of Teacher Education, Research and Training
or the officers to whom the powers of recognition have been delegated, as the case may be.

THE TAMILNADU EDUCATIONAL RULES

CHAPTER - I

INTRODUCTION

Classification of Institutions.

1. Educational Institutions are divided into two main classes – Public and Private.

Public Institutions Comprise-

1,2,3 deleted

1. 4. Schools imparting secular instructions in conformity with the standards of efficiency and courses of study prescribed by the department and recognized by it.

5. 1 Schools recognized under the TamilNadu Elementary Education Act 1920.

2. Nursery Schools.

3. Nursery and Primary Schools

4. Matriculation Schools

5. Anglo Indian Schools

6. Special Schools

All other educational institutions are classed as private institutions and are classified as follows:

(i) Advanced Training

a. Arabic or Persian

b. Sanskrit

c. Any other oriental classic

(ii) Elementary Teaching

a. A vernacular language only or mainly

b. The Koran

c. Sanskrit

(iii) Other schools not conforming to departmental standards.

Public Institutions are of two classes: -

1. Those under the Management of Government or Local Bodies, namely Panchayat Union, Municipal Corporation, municipality, Township known as institutions under Public Management and

2. Those under the management of Private persons or Associations known as institutions under private management. Public institutions under private management are classified into aided and unaided according as they do or do not receive aid from public fund.

2. Public Institutions are also classified according to the nature and Grade of instruction imparted in them.

School Education – General Education

1. Nursery & Primary
2. Primary
3. Middle
4. Secondary (High)
5. Higher Secondary
6. Schools for Teacher Education
7. Other Special Schools

3. and 4. Deleted

“Schools for General Education”

5. Secondary (High) Schools are Schools whose main object is to afford general education. Higher Secondary Schools are Schools whose main object is to afford higher general education and also Vocational education.

They may be sub divided into 1. Nursery & Primary 2. Primary 3. Middle 4. Secondary (High) and 5. Higher Secondary Schools .

The nomenclature of the schools with various stages of school education is as follows: -

1. Schools with LKG, UKG & Standard I to V – Nursery & Primary Schools.
2. Schools with Standards I to V – Primary Schools
3. Schools with Standards I to VIII or Standards VI to VIII – Middle Schools (Existing Schools only).
4. Schools with Standards I to X, VI to X, IX and X – Secondary (High) Schools.
5. Schools with Standards VI to XII or I to XII or IX to XII or XI to XII – (truncated school) Higher secondary schools (Existing Schools Only).

The pattern of grant-in-aid to these schools will be governed by the rules under which the schools are recognized.

Schools for Special Education:

6. Schools for Special Education may contain the following classes:

- (i) Schools for Teacher Education
- (ii), (iii), (iv), (v), (vi) and (vii) - Deleted
- (viii) Oriental Schools. Standards I to V or VI to X

Sanskrit - Advanced School, Elementary School

Arabic – Advanced School, Elementary School.

- (ix) Deleted

7. Deleted.

8. In all institutions recognized by department of Education and presenting candidates for the public examination conducted by the Directorate of Government Examinations, the courses of instruction prescribed by the Directors concerned.

- 9.(1) No religious instruction shall be provided in any educational Institution wholly or partly maintained out of State funds.
- (2) Nothing in clause (1) shall apply to an educational institution which is not administered out of State funds or controlled by the Education department. The word "State" includes Corporations, Municipal Councils, Panchayat Unions and Townships.
- (3) Heads of institutions may, however lend, subject to the control and direction of the Inspecting Officer, buildings and grounds belonging to such institutions to responsible private bodies or persons for arranging voluntary religious instructions or devotional gatherings for the benefit of the pupils of the institutions. The granting of such permission shall be subject to the following and such other conditions as the head of the institution may prescribe.
- a. The permission shall not be claimed as a matter of right.
- b. The institution shall not be used as a means of fostering one religion at the expense of another or others and the principle of strict religious neutrality shall be maintained; No discrimination shall be made between one religion and another in the matter of lending the use of the buildings.
- c. The use of the premises shall be permitted only outside school hours and shall not in any way interfere with the regular activities of the school whether inside or outside school hours.
- d. No permanent structure or image or other symbol of religious import shall be installed or left behind the building or grounds.
- e. There shall be no compulsion on any pupil or the parent or guardian of such pupil or any threat of censure or punishment of any kind for non participation in any religious instruction or gathering,
- 9.A** (1). No person attending any educational Institution recognized by the State or receiving aid out of State funds shall be required to take part in any religious instruction that may be imparted in recognized institutions or to attend any religious worship that may be conducted in such institutions or in any premises attached thereto unless such person or if such person is a minor, his/her parent or guardian has given his consent thereto.
- (2) The religious instruction permitted under clause (1) shall not involve an attack on other faiths.
- (3) The Staff, pupils or buildings of the institution shall not be used for proselytization purposes.
- (4) There shall be no objection to the celebration of religious festivals on holidays or holding of prayer gatherings, organized by the heads of institutions, subject to the following conditions, namely.
- a. They shall be outside the working hours of the institution concerned.
- b. Care shall be taken to give as far as possible, the widest scope for all denominations and religions, to organize such celebrations.
- c. Pupils of all denomination should be free to attend and take part actively or passively in all such celebrations.
- d. The head of the institution or in his absence a person deputed by him should be present on such occasions to maintain proper decorum and the atmosphere suitable for a gathering of persons of different religious faiths.
5. School buildings or grounds may be lent to responsible private bodies or persons under the conditions stated in Rule 9 (3).
6. Attendance at regular religious instruction or celebration of religious festivals or prayer gatherings outside working hours, shall not be secured by offer of material advantage or

threat of censure or punishment or compulsion of any kind exercised on the pupils or their guardians or parents.

7. Any time spent by a pupil in religious instruction or observance shall not form part of the prescribed curriculum period.

10. The Imparting of value education shall be compulsory in standards

I to 12, in all the recognized Schools in the State. The values incorporated in Textbooks in all subjects shall be taught and imbibed by pupils. For this purpose workbooks shall be prescribed for children in standards 1 to 5, based on children's activities and creative situations wherein the children will exhibit their sense of values. Incentives and awards shall be introduced in schools.

Values can be caught rather than taught. In higher standards from 6th standard onwards, the values expressed by the pupils shall be assessed by teachers. Guidebooks for this purpose shall be introduced in order to achieve the moral values by introducing discussion in the classroom in the periods allotted in the timetable.

10.A-a, b, c, d, e - Deleted

(f) No teacher who has completed the age of Fifty-eight years shall be appointed or reappointed to service. No Teacher shall be allowed to continue in service on re-employment on attaining the age of superannuating of fifty-eight years.

10.B Schools under all managements recognized aided and unaided but controlled by the department shall allow the use of the school buildings and furniture for the conduct of any examination approved by the Government.

Note: The use of buildings and furniture of the above schools shall be lent free of rent for the conduct of the Government Examinations and valuation approved by the Government.

10.C not with standing anything contained in these rules, any higher authority shall be competent to exercise the powers, which any authority sub-ordinate to it, is competent to exercise under these rules.

CHAPTER II.

Rules for Primary Schools.

11. The recognition of Primary/Elementary Schools vests with the Director of Elementary Education in which the TamilNadu Elementary Education Act 1920, TamilNadu Panchayat Union Act of 1958, the city Municipal Act of 1920 and the District Municipalities Act of 1920 are in force.

Detailed rules are given in separate rules relating to Elementary Schools.

CHAPTER III

Rules for Secondary (High) and Higher Secondary Schools

12.1. Application for opening of new schools or for additional standards in existing schools should be submitted in complete shape to the Inspecting Officer concerned on or before 30th September of the year preceding the school year in which new schools or standards are proposed to be opened. The Inspecting Officers concerned should forward these applications to the Director with their recommendation on or before 31st December.

Applications should be scrutinized and defective applications should be Returned within 45 days by the inspecting officers from the date of its receipt. The powers of Granting of permission to open a new school shall vest with the Director concerned.

Application for recognition should be made in the prescribed form and reach the Inspecting Officer within 3 Months from the date of opening of the school. The Directors

concerned in the first instance shall issue granting of recognition for 3 years or more based on the structural stability certificate issued by the PWD authorities or Chartered Engineer approved by the District Collector.

All the un-fulfilled conditions should be fulfilled within that period of 3 years. If any one of the conditions is not fulfilled continuation of temporary recognition shall be issued for additional 3 years by the Chief Educational Officer in the case of Higher Secondary Schools, by the District Educational officer in the case of High Schools, by District Elementary Educational Officer in the case of Nursery, Primary and Middle schools and Inspector of Matriculation Schools in the case of Matriculation Schools. After the completion of 6 years, if all the conditions are satisfied permanent recognition shall be granted. A panel of two members shall review and offer remarks. A school enjoying permanent recognition shall be reviewed periodically at least once in every five years.

12.2. The recognition of secondary (High) and Higher Secondary Schools shall vest in the Director concerned and it may be refused or withdrawn.

- i. If the management of any school with a view to securing donation or financial help appeals to foreign countries in such a way as to undermine the prestige of this country and
- ii) If the Director is not satisfied as regards to any of the following, besides other matters specified in this chapter:
 - a) The organization and development of the school by approved methods and upon approved lines.
 - b) The Educational needs of the locality.
 - c) The financial stability of the School.
 - d) The constitution of the School committee.
 - e) The levy and administration of special fees.
 - f) The introduction of an approved provident fund scheme.
 - g) The arrangements made for a compulsory medical inspection of pupils.
 - h) The arrangements made for compulsory physical training of all pupils except such as are declared unfit by the medical inspector of the school
 - i) The arrangements for admission of SC, ST, DNC, MBC, BC students in accordance with the Government orders and the Director' s instructions issued from time to time.
 - j) The terms on which the teachers are engaged including the execution of a written agreement between the management and each teacher as prescribed in Form VII A & B of the Rule 15 of TamilNadu Recognized Private School Regulation Rules 1974.
Note: Deleted
 - k) The terms on which the members of the non-teaching staff, Junior Assistant (including library attendee) record clerk, office assistant are engaged including the execution of a written agreement between the management and each such member of the non-teaching staff as prescribed in Form VIIB.
- (ix) If a license under the Tamil Nadu Public Buildings (Licensing) Act of 1965 (Tamil Nadu Act III of 1965) is not produced.

Application for recognition should be made in the prescribed form (Appendix I-A and I-B) In respect of private schools the form prescribed in the Tamil Nadu Private Schools Regulation (Rules) 1974 and form prescribed in the code of Matriculation schools shall be followed:

- 12.3.** In exceptional cases, where the constitution of a school committee has been waived there shall be an Advisory Committee consisting of the following.
- a. Head of the institution.

- b. One member from the teaching staff.
- c. A representative of the parent teacher association.
- d. A nominee of the education department preferably an educationist from the locality.
- e. Two members representing the management.
- f. The President of the Educational Agency or his nominee will be the Chairman and the Head of the institution of the school will be the secretary of the Advisory Committee.

12.4. The school committee (managing body) and in its absence the Advisory committee of a Girls school shall have two lady members excluding the Headmistress. In the case of co-education school the committee shall have at least one lady member.

12.5. Staff Council:

Each school shall have only one staff council consisting of the Head of the institution as President and from 5 to 15 members of the Teaching staff Inclusive of all Assistant Headmasters and Teachers In charge of NSS, NCC, JRC, SCOUT, Laboratory, Games, Literary Associations according to strength of teaching and non-teaching staff of the institution. The Councils shall be constituted in the beginning of the academic year and the approval of the inspecting Officer shall be obtained. While nominating the members of the council due representation to cadre, subject and regard for station seniority shall be given. No member shall at a time continue for more than two consecutive terms. Each school shall frame its own rules in respect of the actual constitution of the staff council and the conduct of its business subject to the approval of the inspecting officer. The staff council shall have powers to advise the head of the institution on matters of discipline, promotion and expenditure in Special fees fund according to the needs of each Faculty and any other matter that may be placed before it by the head of the institution. The resolutions passed by the majority members of the staff council should be implemented by the Head of the Institution. Members of the council may also submit to the council subjects which will increase professional efficiency of the teaching staff and such other subjects as may be approved by the Head of the Institution. In framing principles of promotions while adhering to the orders of the Government regarding minimum marks for promotion, the council is free to fix any higher limit with reference to the performance of the pupils of each standard, besides, fixing cumulative increase in the minimum marks for each higher standard. The decision of the staff council shall be final. The Head of the institution shall convene the staff council once in three months. The staff council will offer advice to the school committee or the advisory committee of the school as the case may be on such matters as may be referred to it by that committee.

Qualification of Teachers

13. The Educational, professional and other qualifications of teachers belonging to various categories are given in Appendix.

The non-teaching staff should possess the qualifications prescribed for the respective posts in government service from time to time.

ANNEXURE

Qualifications for appointment as teachers in Higher Secondary Schools:-

(Wherever a degree or Master's degree is specified it refers to the degree or Master's degree of a University in the state or of its equivalent standard) Name of the Post

Qualification

- | | |
|---|--|
| <p>1. Headmaster / Headmistress (Higher Secondary Schools)</p> | <p>1. A Master's Degree for teaching any of the languages under Parts I and II or subjects under Part III, Group "A" of the syllabus for Higher Secondary Courses.
 2. B.T. or B.Ed., Degree.
 3. Experience for a period of not less than ten years as PG Assistant in a academic subject or languages in a Higher Secondary School recognized by the Director of School Education, after becoming fully qualified.
 Total period of 10 years of service as Headmaster of High School, School Assistant, P.G. Assistant is taken in to account.</p> |
| <p>2. Post-Graduate Assistants in Academic Subjects.</p> | <p>1. A Master's Degree in the subject in respect of which appointment is made. Provided further that, other things being equal, preference shall be given to those who have studied the same subjects as main both in the degree and PG degree level.
 2. B.T. or B.Ed., degree.</p> |
| <p>3. Post-Graduate Assistants in Languages (Tamil)</p> | <p>1. A Master's degree in Tamil and
 2. B.T. or B.Ed., degree
 Provided that for appointment to the post by recruitment by transfer from the Post of Tamil Pandit in the High School, the Pandit Training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed., degree.
 Provided further that, other things being equal, preference shall be given to those who have studied Tamil as a Main Subject both in degree and Master's degree levels.</p> |
| <p>4. Post-Graduate Assistants in Language (Other than Tamil)</p> | <p>1. A Master's Degree in Language in respect of which appointment is made.
 2. B.T. or B.Ed., degree.
 Provided that for appointment to the post by recruitment by transfer from the Post of Pandit and Munshie in the High School, the Pandit Training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed., degree.
 Provided further that, other things being equal, preference shall be given to those who have studied the same subject both in degree and Master's degree level.</p> |
| <p>5. Physical Directors and Physical Directress in Higher Secondary Schools.</p> | <p>1. M.P.Ed., Degree
 2. A Diploma equivalent to M.P.Ed., Degree.</p> |

QUALIFICATIONS FOR PART-TIME INSTRUCTORS IN HIGHER SECONDARY VOCATIONAL SUBJECTS

Subject

Qualifications

I. Agricultural vocations

- | | |
|--|--|
| 1. Dairying | B.V.Sc. with 5 years experience in Dairying/Poultry |
| 2. Poultry | B.Sc. (Agri) |
| 3. Small Farm Management | |
| 4. Agro-based Industries | |
| 5. Farm Mechanic and Post Harvest Technology | B.E. (Agri) |
| 6. Rural Construction Technology and Soil Conservation | |
| 7. Sericulture and Apiculture | B.Sc. in Botany, Zoology or Chemistry with 6 months practical experience in Sericulture. |
| 8. Plant Protection (Pests, Diseases and Weeds) | B.Sc., (Agri) |
| 9. Vegetables and Fruits | B.Sc., (Horticulture) |
| 10. Floriculture and Medicinal Plants | B.Sc., (Horticulture) |
| 11. Agricultural Chemicals | B.Sc., (Agri) |
| 12. Crop Production | |
| 13. Spices and Plantation Crops | B.Sc., (Horticulture) |
| 14. Fisheries | B.Sc., (Marine Biology, Fisheries Science or Zoology) |

II Home Science

- | | |
|--|--|
| 1. Food Preservation | |
| 2. Baking and Confectionery | |
| 3. Catering | |
| 4. Dietetics, Nutrition and Food Preparation | B.Sc./B.Ed., (Specialized in Home Science) |
| 5. Interior Decoration | |
| 6. Dress Designing and Making | |
| 7. Designing, Dyeing and Printing | |
| 8. Textile and Design | |
| 9. Child welfare and Nutrition | |

III Commerce & Business

- | | |
|-----------------------------|---|
| 1. Office Secretaryship | Bachelor's degree or equivalent in special Science/Commerce of an Indian University with a post graduate diploma in Secretarial course.
Experience : Minimum two years experience in an industry in the related area or Two year's teaching experience in the institute or department offering office secretaryship course. |
| 2. Insurance | A degree in Commerce / Arts with a diploma in Insurance.
Experience : Two year's working experience in an insurance company or Two years teaching experience in the subject connected with Insurance principles, practice and organisations. |
| 3. Accountancy and Auditing | A degree in Commerce with Accounting and auditing as special subjects.
Experience : Two years experience in |

- Accounting and auditing department in an industry or
Two years teaching experience in the related subjects at under-graduate level.
A degree in Commerce with Advanced Banking / Commerce as special subjects.
Experience : Two years working experience in any bank or Two years teaching experience at under-graduate level.
4. Banking Assistant
5. International Trade
A degree in Economics/Commerce
Experience : Two years working experience in an exporting and importing organisation (private/public sector) with a knowledge in export, import trade process.
or
Two year's teaching experience in the subject International Trade at under-graduate level.
6. Marketing and Salesmanship
A degree in Commerce/Business Administration.
Experience : Two years work experience in any Commercial undertaking.
7. Materials Management
A degree in Commerce/Business Administration, postgraduate diploma in Materials Management being a preferential qualification.
Experience : Two years work experience in an industry in the related field.
8. Business Management for Small Scale Industries
A degree in Business Administration/Commerce.
Experience : Two years work experience in a small Scale Industry
or
Two years teaching experience.
9. Co-operative Management
A degree in Commerce/Economics with specialisation in rural Economics/Co-operation.
Experience : Two years work experience in a Co-operative Society
or
Two years teaching experience.

IV ENGINEERING & TECHNOLOGY

1. Building Maintenance

A diploma in Civil Engineering awarded by the State Board of Technical Education and Training, Madras.

or

A diploma in Technical Teaching awarded by the Technical Teacher Training Institute.

Experience : As a Mason for not less than five years in a reputed Civil Engineering Organization.

1. Electrical Domestic Appliances Repairs & Maintenance

At least a diploma in Electrical Engineering with a minimum of 3 years experience in the appropriate field.

3. Domestic Electronic Equipment Projection Equipment Servicing and Maintenance

At least a diploma in Technical Teaching, Industrial teaching and experience in the field of Electronic and Radio/Television Engineering or A diploma in Electronics/Radio or Telecommunications.

4. Radio and Television Maintenance and Repairs	<p>or</p> <p>Post Diploma in Television Engineering</p> <p>.Industrial Experience in the field of Electronics Radio/Television Engineering.</p> <p>A degree in Electronics and Communication Engineering or A diploma in Electronics</p> <p>or</p> <p>in Electrical Engineering with a post diploma in Television Engineering with a minimum of one year experience in the appropriate field.</p> <p>or</p> <p>A diploma in Electronics with minimum of 3 years experience in the related industry.</p>
5. Electrical Motor Rewinding	A diploma in Electrical Engineering with a minimum of three years experience in Electrical and allied Industries.
6. General Machinist	A diploma in Mechanical Engineering with a minimum of three years experience in any Industry or workshop.
7. Textile Technology	A degree in Textile Technology or a diploma with three years experience.
8. Leather Technology	A degree or diploma in Leather Technology.
9. Maintenance and Servicing of Textile Machinery	A diploma in Textile Technology. or a diploma in Mechanical Engineering/Electrical Engineering

V HEALTH

1. Medical Laboratory Assistant	M.B.B.S, D.C.P.
2. E.E.G.,E.C.G.,Audiometry Technician	Professor or assistant Professor with D.M.(Neurology) or Professor or M.D.General Medicine degree or Professor or Assistant Professor with M.D.General Medicine degree or A well experienced M.B.B.S.Doctor with diploma in E.N.T.diseases.
3. Ophthalmic Technician	M.B.B.S.,D.O.
4. Dental Mechanic	B.D.S.
5. Dental Hygienist	B.D.S.
6. Radiological Assistant	M.B.B.S., D.N.R.
7. Nursing Course	B.Sc(Post Basic or Basic)
8. Hospital House Keeping	A Nursing Tutor with a minimum of B.Sc.Nursing.

VI. MISCELLANEOUS

1. Tourist Guide	A History teacher may be put in charge of the course exclusively and he may be got trained by tourism department of the State/Central Government.
2. Photography	Diploma in Cinematography A Photographer/Darkroom Assistant S.S.L.C.passed with atleast five years experience in processing studio. (The senior Physics staff will be in charge of the course)
3. Music	<p>i) A Graduate in Music or</p> <p>ii) Holder of diploma in Music and Sangeetha Sironmani title of Madras University or</p>

Sangeetha vidwan title of Tamil Nadu Music College or Sangeetha Bushanam of Annamalai University with minimum educational qualification of eligibility in S.S.L.C.examination or its equivalent

Qualification for the Vocational courses other than those mentioned above, will be prescribed by the Government from time to time.

2. Qualifications for appointment as Teachers in High Schools

Name of the Post	Qualification
1. Headmaster or Headmistress (High Schools)	1 B.A., or B.Sc., 2 B.Ed., or B.T. 3 Should have worked as a School Assistant or Tamil Pandit or B.T. Grade Middle School Headmaster or PG Assistant or in combination with one or more of these categories for not less than 5 years after passing B.T.Degree Examination
2. B.T.Assistant	1 B.A. or B.Sc., and 2 B.T. or B.Ed.,
3. Secondary Grade Teacher	1 (i) S.S.L.C. (ii) T.S.L.C. of Secondary Grade or its equivalent or Secondary Grade Teacher Training. or 2 HSC and a Diploma in Teacher Education.
4. Tamil Pandits	1 M.A. (Tamil) or B.A. (Tamil) or M.O.L. (Tamil) or B.O.L. (Tamil) and B.Ed., or B.T. or Secondary Grade Training or 2 S.S.L.C. completed and oriental title of Madras, Madurai or Annamalai University; and Pandit's Training Certificate or Secondary Grade Teacher Training Certificate.
5. Pandits of other languages (Languages other than Tamil)	1 Degree in Oriental Language as special study and Degree or Deiploma in Teaching or 2 S.S.L.C. completed and Title or Certificate of proficiency in oriental learning of a University in the state or its equivalent and Pandit's Training or Secondary Grade Teacher Training.
6. Physical Director	A Degree in Physical Education
7. Physical Education Teacher	Higher Secondary Course Certificate passed and Government Teachers Certificate in Physical Education or A degree in Physical Education

- Wood work Instructor) S.S.L.C. completed
and
) Industrial School Certificate.
Or
ertificate course in Elementary wood working (Old
regulation) issued by the College of Arts and Crafts,
Madras
Or
) Diploma Course in Wood work issued by College of
Arts and Crafts (New Regulations), Madras
And
i) Technical Teachers' Certificate
or
Instructor' s Course Certificate of Teachers' College,
Saidapet and
) National Trade Certificate in the Trade of
Carpentry. One year Course (with) One year paid
(untrained teaching experience) or One Year (paid)
work experience in a Standard Wood Work Factory
or Institution.
And
i) National Apprentice Certificate issued by the
National Council for Training in Vocational Trades
(Wood Work).
- Spinning and Weaving) S.S.L.C.completed
Instructor and
) Artisan Course or Instructors Course Certificate of
the Government Textile Institute, Madras.
Or
overnment Technical Examination Certificate (Lower
Grade).
Or
unayee or Khadi pravisaka Course (One Year) of the
All-India Spinners Association, Tiruppur
Or
ree years course certificate in Handloom and
powerloom weaving issued by the SMRV Technical
Institute, Nagercoil awarded prior to 1961
Or
welve months Craftsman Certificate in Handloom
weaving of SMRV Technical Institute Nagercoil
Or
ational Trade Certificate awarded by the National
Council, for training in vocational Trades,
Government of India.
-) Director-General of Resettlement and Employment,
New Delhi in Hand Weaving Trade.
Or
iploma in Handloom Technology, awarded by the
Indian Institute of Handloom Technology, All-India
Handloom Board, Salem
And
i) Technical Teacher' s Certificate.
Or
raft Instructor' s Course Certificate of Teachers
College, Saidapet.
- i. Instructor in Gardening and Agriculture.) S.S.L.C. completed or its equivalent
and
overnment Technical Examination Certificate

(Lower Grade); and
Technical Teachers' Certificate

Or

i) Completed Secondary School Leaving Certificate with thirty five per cent in Agriculture (Theory and practical separately) under the Diversified Course; and

Technical Teachers Certificate.

1. Instructor in Home Craft

i) S.S.L.C. completed and

ii) Government Technical Examination (Higher Grade in needle work and Dress-making and Higher Grade in Embroidery)

Industrial School Certificate

Or

National Trade Certificate awarded by the National Council for training in vocational Trades Government of India or the Diploma awarded by the Director-General of Resettlement and Employment, New Delhi, in Embroidery and Needle work;

Or

Diploma in Costume Designing and Dress-making issued by the State Board of Technical Education and Training, Madras;

And

ii) Technical Teacher's Certificate.

2. Instructor in Music

1) Degree [with Music under part III];

or

Completed S.S.L.C.

And

Language Bushana of Annamalai University;

Or

Language Vidwan title in Music awarded by the Director of Government Examinations, Madras;

Or

Language Sironmani of the Madras University; Diploma in music of the Madras University or Madurai University;

And

Technical Teacher's Certificate

Or

i) S.S.L.C. completed; and

ii) Government Technical Examination Certificate (Higher Grade in Music);

and

Technical Teacher's Certificate

or

iii) Completed S.S.L.C with forty percent in Music (Theory and Practical separately under the diversified courses);

and

Technical Teacher's Certificate

or

Diploma in Music Teaching awarded by the Director of Examinations;

Or

iv) Teacher's Certificate in "Indian Music" issued by the Director of Government Examinations.

4. Drawing Master) (a) Degree with Drawing and Painting under Part III of an University in the State or its equivalent;
or
Diploma in Painting or Diploma in Drawing of the Annamalai University;
Or
) S.S.L.C. (completed);
and
Government Technical Examinations (Higher Grade in Free-hand outline and Model Drawing);
Or
Government Diploma in Drawing;
and
) Technical Teacher' s Certificate.

4. Metal Work Instructor, Electrician) S.S.L.C. (completed);
Wiring Instructor, Book-Binding and
Instructor. Tailoring Instructor?) Industrial School Certificate:
Leather Work Instructor, Clay or
Modeling and Paper Making; certificate of the Government of India, Director of
Coir Instructor, Basketing and settlement an Employment (Ministry of Labour).
Ratan Work Instructor. Explanation- The Industrial school Certificate should
ordinarily by of not less than two years duration and
for the
particular subject alone and not for a number of
subjects.

Explanation:- The Qualifications prescribed as above for all post shall be applicable for the appointment to be made in Private Schools on or after the date of the publication of the rules.

- (2) Persons who are in service prior to the issue of this notification shall be eligible for appointment in any other school even after the issue of this notification.

**Communal Roaster and Rotation for Appointment in Private Schools
with effect from 06.05.2000**

**REVISED ROSTER AS PER G.O.NO.85, P&AR DEPARTMENT
DATED 06.05.2000 ROTATION NO.1**

1	GT	W	P	51	GT	GT	P
2	SC	W	P	52	SC	W	NP
3	MBC&DC	W	P	53	MBC&DC	W	P
4	BC	W	P	54	BC	GT	P
5	GT	W	NP	55	GT	W	NP
6	SC	W	NP	56	SC	W	P
7	MBC&DC	W	NP	57	MBC&DC	GT	NP
8	BC	W	NP	58	BC	W	NP
9	GT	W	NP	59	GT	W	NP
10	BC	W	NP	60	BC	W	NP
11	GT	GT	NP	61	GT	W	NP
12	SC	W	NP	62	SC	GT	NP
13	MBC&DC	W	NP	63	MBC&DC	W	NP

14	BC	GT	NP	64	BC	W	NP
15	GT	W	NP	65	GT	GT	NP
16	SC	GT	NP	66	SC	W	NP
17	MBC&DC	GT	NP	67	MBC&DC	W	NP
18	BC	W	NP	68	BC	GT	NP
19	GT	W	P	69	GT	W	P
20	BC	W	P	70	BC	W	OPH
21	GT	W	NP	71	GT	W	NP
22	SC	W	NP	72	SC	W	NP
23	MBC&DC	W	NP	73	MBC&DC	W	NP
24	BC	W	NP	74	BC	W	NP
25	GT	GT	NP	75	GT	W	NP
26	SC	W	P	76	SC	W	NP
27	MBC&DC	W	P	77	MBC&DC	GT	(D)P
28	BC	GT	NP	78	BC	W	NP
29	GT	W	NP	79	GT	GT	NP
30	BC	W	NP	80	BC	GT	NP
31	GT	W	NP	81	GT	W	NP
32	SC	W	NP	82	SC	GT	P
33	MBC&DC	W	NP	83	MBC&DC	W	NP
34	BC	W	NP	84	BC	W	NP
35	GT	W	P	85	GT	W	P
36	SC	GT	NP	86	SC	W	NP
37	MBC&DC	GT	NP	87	MBC&DC	W	NP
38	BC	W	P	88	BC	W	P
39	GT	GT	NP	89	GT	W	NP
40	BC	GT	NP	90	BC	W	NP
41	GT	W	NP	91	GT	GT	NP
42	SC	W	NP	92	SC	W	NP
43	MBC&DC	W	NP	93	MBC&DC	W	NP
44	BC	W	NP	94	BC	GT	NP
45	GT	W	NP	95	GT	W	NP
46	MBC&DC	W	NP	96	MBC&DC	GT	NP
47	BC	W	NP	97	BC	W	NP
48	GT	W	NP	98	GT	W	NP
49	BC	W	NP	99	BC	W	NP
50	ST	W	NP	100	GT	W	P

Other Approved Certificates

14. The Director concerned will evaluate teacher's diplomas and certificates issued by any authority outside the State.

Qualification of the Staff

15. The character of the certificates which should be held by the teacher is governed by the above rules. Grant in respect of teachers may be withheld or withdrawn unless the individual teachers fully satisfy the department as to their capability to teach the several subjects allotted to them and the staff as a whole is considered suitable.

Trained Graduate or Post Graduate teachers who in addition to the subject requirement have studied Tamil in their B.A.B.Sc degree course alone will be appointed as B.T. Assistants or P.G Assistant to teach through Tamil medium. Trained Graduate teachers who have studied Telegu, Malayalam, Urdu, Kannada, Hindi, Gujarathi will be appointed as B.T. Assistant or P.G. Assistant to teach through the respective media in schools. These requirements will apply to heads of Secondary (High) and Higher Secondary schools also. Secondary Grade Trained teachers should have studied in their SSLC and or Higher Secondary course the language of the medium of instruction of the school in which they are appointed. The specialist teachers such as Physical Education Teachers, Arts and Crafts instructors, etc., should have studied the language through which they are required to teach, in their School course which is prescribed as general educational qualification for the post held by them.

Note: The above provisions apply only to the teachers and head of the Institutions appointed in non-government High and Higher Secondary schools on or after 14th November 1973. Those appointed already (i.e.) before 14th November 1973 are exempted from the operation of these provisions.

B.T. Assistants appointed in non-Government Secondary (High) and Higher Secondary Schools are qualified to teach in Standards IX and X only in those subjects which they have studied as main in their B.A or B.Sc., Degree Course.

Non-employment of teachers in Particular cases.

16. No recognized school shall employ a teacher whose certificate has been cancelled or who has been declared by the Director concerned, after due enquiry, to be unfit to be a teacher. Teachers, whose certificates have been suspended or whose service register issued under Rule 13(1) of the Rules (for recognition) relating to elementary (primary) schools have been withdrawn shall not be employed for the period of suspension of certificates or of withdrawal of service registers. No person dismissed or removed from Government service or from the service of a local body, shall be employed as a teacher in any recognized High and Higher Secondary School under private management without the previous approval of the Director's concerned. The Director may refuse or withdraw recognition of schools for violation of this rule.

Teacher Pupil Ratio

17. In High and Higher Secondary Schools there should be a teacher for every standard and for every section of a standard in addition to the Head of Institutions (exclusive of language Pandits and other specialist teachers) Teachers will be appointed on the basis of the strength of the students as per G.O.M.S. 525 school education (D1) Department dated 29.12.1997.

Provided that the work allotted to each such class teacher does not fall considerably short of a minimum of 28 periods per week. Where it is not possible the teachers shall be assigned work in the next lower stage of education. In school containing no class above the VIIIth standard, however the Head of the Institution shall be treated for the purpose of this rule as one of the class teacher. Provided further, Heads of High and Higher Secondary Schools who are responsible for running the Schools, maintenance of accounts, conduct of various exams,

organization of a variety of co-curricular and extracurricular activities shall be allotted only 10 periods per week and the Assistant Headmaster, who are nominated to assist the Headmaster in addition to the teaching work shall be allotted 20 periods per week.

The nomination of Assistant Headmasters shall be made in High and Higher Secondary Schools having a strength of 750 children and above.

One senior most teacher from each of the following categories shall be nominated as the Assistant Headmaster.

1. From among the Post Graduate Teachers in Academic subjects and Languages.
2. From among the School Assistants
3. From among the Secondary Grade Teachers.

The Seniority for the above purpose will be determined with reference to the date of joining duty in that School in respect of Private Schools and in respect of other Schools service seniority in the cadre. The duties and responsibilities devolving on the Assistant Headmaster shall be fixed on the basis of the guidelines given by the Directors concerned from time to time.

18. Each authorized section should normally have 40 pupils on roll in secondary schools. In respect of higher secondary section the Director will regulate the minimum roll of pupil from time to time (Vide Chapter XIII).

The powers regarding sanction of excess admission in High School have been delegated to District Educational Officer and in higher secondary school to Chief Educational Officer.

SITE, DIMENSIONAL SKETCH AND ACCOMMODATION

19. No School shall be recognized which is held in a building or buildings of which the Director has not approved the site, dimensional sketch and accommodation. Certificate of structural stability of the building should be obtained from the public works Department or from the civil engineer approved by the District collector. When the accommodation is added to, the sketch of the additional building must be submitted for the approval of the same authority. The building should be provided with RCC roofing.

20. The sketch of the school building and of any additions to such building shall give full information regarding the superficial and cubic space of the building, and of each room in it. It shall also show the exact position of doors, windows, stairs, etc. The sketch shall be certified as correct by the person who has prepared it.

The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person who has prepared it to the effect that the building is in a state of good repair.

21. Deleted

BUILDINGS

22. Buildings for all schools shall meet the pedagogic, sanitary and hygienic requirements given in Appendix-2 (Appendix-LL of Grant in Aid code).

SANITARY INSPECTION:

23. Every school building shall be maintained in substantial repair and in clean condition. It shall be subject to inspection by the inspecting officers of the education department and such officers of the Health and Engineering departments as the government may direct.

24. A sanitary certificate (Appendix-3) signed by the competent officers shall be produced before recognition is accorded and on any subsequent occasion if called for.

Corporation: -	Health Officer, or Assistant Health Officer.
Municipalities:	Municipal Health Officers
In Municipalities where there are no Health officers and in Rural areas in All Districts: -	District Health Officers or Assistant District Health Officers or if satisfactory reasons are given Health Inspectors

OVER CROWDING OF CLASS ROOMS:

25. No classroom, laboratory, or workshop shall be permanently used as such by a larger number of pupils than the Inspecting Officer or the sanitary Officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on the wall thereof.

Latrine

26. Every school shall be provided with suitable and adequate latrines and Urinals.

Contagious and Infectious Diseases

27(a) No Pupil shall be permitted to attend school who is found to be suffering from venereal disease or from any other serious contagious or infectious disease.

(b) Deleted

Furniture, Apparatus and Appliance:

28. Every school shall be provided with the Furniture, apparatus and appliances declared by the Inspecting Officers to be necessary for the standard of instruction up to which it teaches.

Library

29. Every school shall be provided with a library of suitable books and with a classified catalogue of books contained in it.

The choice of books for the libraries of schools under all management shall be made by the head of the institution in consultation with the library committee consisting of senior faculty members who will be responsible for the suitability of the books chosen.

Annual Promotion and payment of Fees

30. (a) Promotion shall be made annually and published with the prior approval of Inspecting Officers. The Head of the institution shall be responsible for making promotions in consultation with the staff council and approved by the inspecting officer and shall within a period of four weeks after the closure of the school for summer vacation, put up in some conspicuous place in the school, a statement showing the distribution of pupils into standards for the new school year. This statement shall be signed and dated by the Head of the Institution. This shall be considered and no alteration shall be allowed in it. It shall be filed in the records of the school.

For the purpose of promotions, the Head of the Institution shall frame definite principles for each class in consultation with the staff council and apply them, strictly and impartially to all classes. If the Head of the institution makes any promotion in contravention

to any of the foregoing provisions of these rules, he shall be deemed to have committed an irregularity with in the meaning of the Rule 98 (1b).

(b) Each pupil shall attend the school for not less than 75% of the total working days. The Head of the institution can condone up to 15% of the attendance on medical grounds (60% of attendance is compulsory) and the Inspecting Officer should countersign it. In exceptional cases for those pupils who could not be promoted may be presented for instant examination in the beginning of the next academic year.

31. The special fee shall not be deemed due until four full working days have elapsed after reopening of the school.

32. For every payment of fee, a pupil shall receive a receipt signed and dated by the Head of the Institution or some one deputed by him. This receipt should show the standard with his admission number in which the pupil reading

Admission and withdrawal of pupils

33. No pupil shall be newly admitted except an application in the prescribed form (Appendix –4 and 4A) signed by his father or mother or Guardian. All such applications shall be filed separately in the records of the school. Last date of new Admission shall be 30th June in High Schools and 31st July in Higher Secondary Classes. Boys will not be admitted in girls High and Higher Secondary Schools.

The Head Master shall not insist upon the Community Certificate at the time of admission. No student shall be refused admission for not producing Birth Certificate. The student can be admitted provisionally and the Head Master shall take steps to get it from the concerned authorities.

Girls may be admitted into boy' s schools in areas and in towns where there are no girl' s schools. But the management shall first make adequate arrangements for the necessary convenience and wherever there is an appreciable enrolment of girls, the management shall appoint where possible women teachers. In areas and towns where there are girls High and Higher Secondary schools with sufficient facilities, it shall be open to the management in Consultation with the inspecting officers concerned.

- (i) To restrict admission of girls into Boys school with a view to avoid rivalry between two sets of institutions.
- (ii) Avoid co-education in Higher Secondary Stage i.e. in standard XI & XII.
- (iii) No provision has been made to pursue a desired course of study in girl' s school.
- (iv) To secure the girls the fullest advantage to be derived from their being educated in school with special facilities for physical education and extra mural activities.

No application shall be deemed to be valid for the purpose of this rule unless the guardian attaches thereto, a written authority signed by the father of the child, or by the mother of the child, and unless such authority contains the date of the Childs birth and also a statement as to the school or schools in which the child read or was reading up to and on the date of such authority. In the case of maru makkattayam families, it shall be sufficient, even when the parents are alive, if the karnavan of the childs tavazhi or if there is no separate tavazhi the karnavan himself signs the application.

An admission fee shall be levied from each people newly admitted prescribed by the government or by the officer of the department under the authority of the government from time to time.

34. No pupil who has previously studied in a recognized high and higher secondary school shall be admitted to another recognized high and higher Secondary school unless he/she presents a transfer certificate in the prescribed form (appendix-5 & 5A) from that school showing

- (a) the date of his/her birth
- (b) that he/she has paid all fees due to that school
- (c) the standard in which he/she studied at the time of leaving it, and
- (d) if he/she has completed the course in that standard, whether he/she is qualified for promotion to a higher standard and in the case of a pupil who has at any time received a fee concession in the school previously attended by him,

No pupil shall be allowed to attend school pending formal admission or enrolment, and no pupil shall be admitted or enrolled pending the production of a transfer certificate. All transfer certificates must be endorsed with the admission number under which the pupil is enrolled. They shall be separately filed and shall be shown to the Inspecting officers.

No pupil who has not attended a recognized school in the first term shall be admitted in the second term to any recognized school unless its head is satisfied among other things that the non attendance of the pupil in the first term was due to unavoidable circumstances. Such admission shall be subject to approval by the inspecting Officer. A common transfer certificate form for standards I to X and XI and XII as prescribed in Appendix-5 and 5A should be adopted. All columns in the transfer certificate must be filled up without any omission. Father or mother or guardian and the pupil should sign the transfer certificate at the time of receiving transfer certificate.

Office copy of the transfer certificate should bear the words “ **Office Copy**” in bold letters. The designation seal of the Head of the Institution should bear the full name and full postal address of the institution with pin code. The transfer certificate should also possess the school number assigned by the Director of Government examinations. The Head of the institution in Appendix 5 B shall issue separate conduct certificate on demand.

35. Application for a transfer certificate shall be made in writing by the father or mother or guardian of the pupil.

36. The Head of the Institution of the school into which a pupil seeks admission shall not apply for a certificate to the Head of the institution of the school which such pupil is leaving but shall leave it to the father or mother or guardian of the pupil to apply for such certificate.

37. (a) In the case of admission from one recognized school into another the pupil shall be admitted into the standard for which his/her transfer certificate declares him/her fit.

No student shall be admitted in any Standard without proper transfer certificate or Record sheet issued by a recognized institution. Students coming from Unrecognized schools or after Private study should not be admitted.

ENTRY OF PUPILS THROUGH OTHER THAN FORMAL SYSTEM

In order to mainstream the children from Other than formal system into formal Schools in an appropriate standard the competent authority to certify shall be the Instructor under SSA scheme and the Local School Headmaster.

Such Admission shall be allowed straight away throughout the year. This preference is only for the pupils coming from other than formal systems.

(b) If any irregularity is committed by the Head of the Institution of a High or Higher secondary school in regard to the admission of pupils in the school he/she shall be liable to disciplinary action.

(c) The Director shall reserve to himself the power to permit the admission of any pupil into any standard of a secondary (High) and Higher Secondary school if the circumstances of the case justify it.

38. Before granting a transfer certificate, the Head of the Institution is entitled to claim the special fee for one term only and that the term in which the last attendance of the pupil is registered.

Note: No fee can be claimed merely because a pupil's name is kept on the register

39. Deleted

40. When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous terms a transfer certificate shall be issued after payment of all arrears by the pupil including the previous terms.

41. When a proper application for a transfer certificate is received, the head of the institution shall forthwith issue the certificate, provided that his claims for special fee and tuition fee admissible under rule 38 have been satisfied.

42. When proper application is received at any other time and when good and sufficient reasons are shown, the Head of the institution shall issue the certificate provided that his claims for fees admissible under Rule 38 have been satisfied.

43. Deleted

44. When an application for transfer certificate is made after a lapse of more than one year from the date of which the pupil left the school, the Head of the institution shall, besides enforcing the provision of Rule 38 charge such search fee other than elementary schools, middle schools for the grant of Transfer certificate as prescribed below:

Within a year	No fee
After one year up to 5 years	Rs.10/-
Above 5 years	Rs. 50/-

When a pupil applies for Duplicate Transfer Certificate a fee at the above rate shall be collected. The copy should clearly bear the mark "duplicate" in red ink. It shall be issued only once.

45. When a pupil is dismissed or expelled under Rule 48 and 49 the Head of the Institution shall not grant a transfer certificate until the expiration of the period for which the Chief Education Officer debarred the pupil from admission into a recognized school. After that period has expired the transfer certificate shall be granted subject to the above rules.

46. In the case of a pupil who has been a candidate for the public Examination the results of which are not published before the reopening of the Academic year, the 7th day after the results of that examinations are published shall be counted as the first working day of the term or the date on which the certificates are received by the Head of the institution so far as the grant of a transfer certificate to him is concerned.

47. In the event of a Head of the Institution refusing or delaying to give a transfer certificate the father or the mother or guardian of the pupil shall have the right to appeal to the inspecting Officer whose decision shall be final unless he thinks it necessary to refer the matter to the Director concerned.

48. If the pupil is found to have obtained admission by means of a false certificate or false representation of any kind, the Head of the Institutions of the school shall summarily dismiss the pupil with forfeiture of whatever fees the pupil may have paid.

49. In the event of pupil being dismissed under Rule 48 or being formally expelled on account of grave misconduct the head of the institution shall record his reason for his dismissal or expulsion and report the fact at once to the father or the mother or guardian of

the pupil and within seven days to the chief Educational Officer. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Chief Educational Officer on the recommendation of the Inspecting Officer concerned.

A pupil who is debarred by the Director of Government Examination for a specified period from appearing for the 10th and 12th standard public examinations, Transfer Certificate should not be issued during the period during which the bar is in operation.

A pupil who seeks admission in to a recognized school by means of a false certificate or false representation of any kind, but who does not actually obtain admission, the head of the institution shall retain the records of the pupil and intimate the fact to the Inspecting Officers concerned.

49(A) Cases not falling under TamilNadu Educational Rule 48 and 49 but where the continued presence of a pupil is considered by the Head of the institution as subversive of good order and discipline shall be discussed by the staff council after considering the father or the mother or guardians statement and decision will be implemented and reported to the inspecting officer.

UNAUTHORISED CORRECTION IN TRANSFER CERTIFICATE S.S.L.C / H.S.C MARKSHEET

49(B) If the Director of School Education is satisfied that unauthorized or fraudulent alterations or erasures have been made in a transfer Certificate, he may himself cancel or withhold or suspend the transfer Certificate with due regards to the offence.

If the person concerned is the holder of the public examination mark certificate issued by the competent authority of the Government Examination, the mark certificate will also be automatically cancelled or withheld or suspended for the same period as the Transfer Certificate.

Similarly when a Secondary / Higher secondary School Leaving Certificate mark sheet not authenticated by the authority of the Government Examination is cancelled or withheld or suspended by the Director of the Government Examinations as per rules and if the person holds a transfer certificate will also be automatically cancelled or withheld or suspended for the same period as the mark certificate. Similarly when a transfer certificate is cancelled or withheld or suspended training School Leaving Certificate/the Diploma in Teacher Education or any other certificate acquired by the person concerned on the basis of the Transfer certificate shall also be cancelled or withheld or suspended by the Director of School Education for the same period as the Transfer Certificate. The fact may be intimated to the school and the other Directors concerned.

Discipline

50. The rules of discipline shall include the following:

- a. Every pupil shall wear a clean and respectable dress.
- b. Every pupil shall salute the teacher on the occasion of his first meeting them for the day within the school precincts.
- c. On the teacher entering his classroom, the pupils shall rise and remain standing till they are desired to sit or till the teacher takes his seat.
- d. No. Pupil shall be allowed to leave the classroom without the permission of his teacher, or until the class is dismissed.

Rewards and Punishments

51. The role status of the contemporary Teacher has declined in recent years. Both students and their parents viewed the Teacher in 'awe'. The Teacher was a very powerful figure in the eyes of students and could easily influence the student's behavior often with just

a look, a smile or a threat. To day the Teacher has to earn the respect of both students and their parents. Children especially in the upper grades do not hold their Teacher in the 'awe' they used to. It is no longer fashionable to be the rigid, authoritarian, traditional, and disciplinarian of bygone days.

There is no longer just one way to run a classroom. At present there are more children with more behavior problems in the Public and Private Schools. Most of our Teachers have only been trained in how to teach nice normal children with no emotional problems.

A good Teacher should be able to handle all behavior problems on her own and within entries of the classroom. In order to grow Educationally, Socially, and Emotionally children need to be in an environment in which there is a concerned Teacher who will set firm, consistent and positive limits while providing warmth and support for their appropriate behavior with assertive discipline. Simply stated, the Assertive Teacher let the child know that she means what she says and says what she means.

Some basic Assertive training skills in our on-going courses for Teachers both at Secondary and Graduate level and in-service training for Teachers is necessary.

Assertive discipline is an outgrowth of Teacher's efforts in working directly with children with behaviors problems and consulting with professionals on how to deal effectively with such children. Pupils choose how to behave and know the consequences that will follow. The needs of teachers and pupils are mutually met, matched and balanced.

The style of response of the assertive teacher lies in expression of her wants and needs firmly and follows her words with actions. She clearly sets the limits and follows it up with consequences. She is a positive person, knows to reinforce good behavior with praise and is consistent in her words and action.

A few limits setting consequences are:-

Time out, Denials of privileges, Home consequences, detentions, Suspension etc. The corner stone of assertive discipline is the potential positive influence a teacher can have on the behavior of the students. The children clearly know the parameters of acceptable and un-acceptable behavior. We place the responsibility where it belongs to the students. We are providing the pupils with a choice; we are providing him with the opportunity to learn the natural consequences of his in-appropriate actions and that he is responsible for his own behavior.

Just as teachers planned how to reach the academic objectives with their students, they need to plan how he/she will reach their behavioral objectives as an organized and systematic manner with area of classroom management influencing of the majority of a class. With this objective the teacher shall make a chart for her classroom, which covers the behavior pattern the teacher wants.

AWARDS

Student may be encouraged to follow appropriate behavior by way of awarding prizes and Certificates. Such a positive state will be helpful to convey their students that good behavior will be rewarded. A few examples are given below:

1. Honoring students in the Assembly
2. Displaying the names on the Notice Board
3. Praise in the class room with a pat or a smile
4. Giving prizes and special Certificates during functions.
5. Recommending the names for private Scholarship and Concession.

Acts Of Inappropriate Behavior Commonly Noticed In Schools

1. Absent for classes
2. Absent for tests
3. Cut off the last period
4. Late coming

5. Misbehavior with peer group
6. Hesitation to follow the instruction of the teacher
7. Neglecting Homework / Assignment.
8. Wearing unclean dress / Uniform
9. Disturbing the class room teaching
10. Bringing or using prohibited or intoxicated materials
11. Inviting and inciting quarrels
12. Malpractice in examinations
13. Damaging school properties
14. Indecent posture language
15. Using filthy language
16. Using dis-respectful words against teachers
17. Sarcastic comment against the management or Government
18. To speak unpatriotic words.
19. Eve-teasing.
20. Destroying school records.
21. Damaging the study materials of other students.
22. Eating or chewing during class hours
23. Lying
24. Stealing
25. Mis-representation
26. Back talk
27. Shouting in the class, screaming.
28. Not listening to class room teaching

To maintain 'discipline' among the students every school and every class shall follow the device given below, but on any account shall not resort to corporal punishment, inflicting physical and mental pain to the child.

1. Framing conduct rules for the pupils
2. Conducting parents' meeting at the beginning of the year.
3. Call for parents as and when required.
4. Forming a counseling team.
5. Forming a disciplinary committee in school
(P.T.A members can be included)
6. Providing in-service training for teachers to inculcate appropriate behavior among students.

Corrective Measures, Suggested.

1. Choosing an activity as self-punishment like watering plants, Duty in the library, cleaning the play field.
2. Following directions of the class teacher like washing the black board, running around the field, cleaning the campus.
3. Imposition- not more than five times.
4. Time out to another teacher who can correct and advise the boy.
5. Denying of a privilege (e.g.) Denying a player from the team
6. Retaining the students after school hours for a short duration assigning some academic work under the supervision of a teacher.
7. The parents of the problematic pupils may be summoned and consulted for corrective measures needed.
8. Suspension from class for a limited period to be decided by the Disciplinary Committee.

The teacher should maintain a cumulative record for problem students Appendix 15. He should record his acts of indiscipline and the corrective measures taken in this regard.

Registers, Returns, Books, Office-Reference Books

52. (I) Every school shall keep in the prescribed form and submit to the inspecting officer, when required, the following: -

1. A register of admission and withdrawals (Appendix 6)
 2. A register of attendance for pupils (Appendix 7)
 3. A register showing the previous school history of new admission (Appendix 8)
 4. A daily fee collection Register (Appendix 9A)
 5. A term fee Register (Appendix 9B)
 6. A time table
 7. A mark list
 8. A register of attendance for masters (Appendix 10)
 9. An acquaintance roll (Appendix 11)
 10. A log Book
 11. A Library register
 12. A register of scholarship (Appendix 12) and scholarship acquaintance roll
 13. Single cash book for special fee account (Appendix 14)
 14. General Cash Book
 15. A register of furniture, books and appliances purchased with the aid of grants from public funds (Appendix 15)
 16. Register of income from other sources (other than government grants)
 17. Inspection Book
 18. Visitors Book
 19. Cumulative Record (Appendix 15).
 20. Register of stock and stores.
- (ii) Every school shall submit punctually such returns as may, from time to time be prescribed.

Recognition of individual standards

53. In order to allow of the gradual development of a school, recognition may be granted to one or more standards at a time subject to the above mentioned conditions and to the other rules contained in this chapter and in particular to Rule 50.

54. A recognized school shall not, without the previous sanction of the government or of the Director, open a standard higher than those for which the school has been recognized. When such standards are opened under proper sanction the recognition proposal should be submitted within the time specified, and if recognition is not accorded, the standards shall be closed at the end of the term in which the refusal of recognition is communicated. The rules relating to admission and withdrawal, discipline and registers shall be observed with respect to such probationary standards.

Standards recognized by competent authority may not be closed without the sanction of the government or the Director concerned.

Similarly schools recognized by the competent authority either permanently or on a temporary basis shall not be closed unless one years previous notice has been given to the department communicating such intention of closure and such closure shall not be permitted except with effect from the end of a school year.

Withdrawal And Renewal Of Recognition

55. When a school or any of its standards ceased to fulfill the conditions of recognition, or when the educational needs of the locality no longer require its existence or when permission to close has been given, the director shall withdraw the privilege of recognition from that school or standard.

56. A school or standard from which the privilege of recognition has been withdrawn shall not be restored to that privilege until it has been certified by the Inspecting Officer that the defects which led to the withdrawal of recognition have been remedied and that in all respects the school or standard fulfils the prescribed conditions.

57. If a recognized school ceases to exist or is transferred to a different locality or different managing body its recognition lapses and for the purpose of future recognition, it shall be treated as a new school.

Syllabus and Text Books

58. (A) The curricular Syllabus approved by the Government and notified in the Tamilnadu Government Gazette shall be adopted. Any change in the Syllabus shall be notified in the Gazette. The Syllabus shall be reviewed periodically once in five years and suitably revised to meet the changing needs and to keep pace with the scientific and technological advancement. In respect of any subject for any standard or class for which text books have been published by the state Text Books corporation or by or under the authority of the government of TamilNadu, only such text books shall be selected by the recognized schools in respect of such subjects for such standard or class. Common text Book should be prescribed from VI to X standards for Matriculation Schools.

(b) In respect of subjects other than those mentioned in sub-rule (a) the management of schools are at liberty to select such text books as they deem most suitable from out of the list of text books for use in recognized schools which the text book committee constituted by the government or director may approve and cause to be published in TamilNadu Government Gazette.

(c) The textbook so selected with reference to sub-rule (b) above may be used for the period specified by the Department.

Provided further that the government shall have the right to change any textbook so selected and prescribe new ones in their place for one academic year.

(d) No textbooks (other than books for religious instruction) not authorized by the Government shall be used in any recognized school. The Government reserves to themselves the right to forbid or to prescribe the use of any textbook or text books in the recognized schools.

Courses of Instructions

59. Courses of instruction may be prescribed from time to time by the Director concerned for all recognized schools, whether under public or private management.

60. Instructions in all classes of school shall ordinarily be given through the regional language. Pupils whose mother tongue is different from the regional language may be given instruction through the medium of their mother tongue or any language other than the regional language provided that there is a minimum strength of 45 such pupils in the standards in the respective stages of the schools namely VI to VIII, IX, & X and XI & XII. The Director of school Education, the Director of Elementary Education may however, for special reasons, permit a school to use English as the medium of instruction in any standards. It shall be competent for the Director of School Education to call upon any management to open separate sections in the schools for linguistic minorities provided that there is a minimum total strength of 45 pupils in the standards in respective stages of the schools namely VI to VIII, IX & X and XI & XII

Examination

61. Written examinations shall be held at least once in every term to test the progress of pupils. The results of these examinations should be recorded in the Mark Register

Management of schools which present pupils for the Secondary School Leaving Certificate and higher secondary school examinations conducted under the authority of Government of TamilNadu shall undertake to provide the necessary accommodation, furniture etc for the examination and the head of the institution and other teachers of such school shall except for special reason which must be approved by the Director act as chief Superintendent or Assistant Superintendent of the Examination if so required.

62. In the case of Secondary or Higher Secondary Schools for girls, the Director may relax any of the rules in this chapter when he thinks it advisable to do so.

CHAPTER IV

Rules For School For Special Education

63. Except as herein after provided, rules for High and Higher Secondary Schools shall hold good in this school also.

Teacher' s Certificates

64. The general Educational and professional qualifications of the staff shall be determined by the Director concerned with reference to the circumstances wherever they have not been laid down in these rules.

School For Defective Children

The Head of the institution should ordinarily hold trained Teacher's Certificate of the Collegiate or the secondary grade Diploma and also the Government certificate of competency to teach defective children and the Assistant teachers teaching ordinary subjects, the trained teacher's certificate of the higher elementary grade and the certificate of competency in question. The qualification for teachers of special subjects will be the same as those prescribed for corresponding teachers in secondary schools (Vide Rule 13).

It will be open to the Director of School Education to relax the qualification in suitable cases.

Sanskrit schools of the elementary grade and elementary grade departments of advanced Sanskrit schools

Each School of the elementary grade or the elementary grade department of the advanced grade school, as case may be, should have on its staff a trained teacher of the secondary grade. The other teachers should ordinarily hold a trained teacher' s certificate of higher elementary grade and the Sanskrit entrance Examination Certificate provided that the head teacher should possess an Oriental title conferred by any university in the state. In Special cases, the Director may permit employment of teachers with other qualifications.

Sanskrit schools of the advanced grade and advanced grade departments of Sanskrit Colleges

Each school of the advanced grade departments of the college, as the case may be, should have on its staff a trained teacher of the Secondary Grade. The other Teachers should be pandits holding Oriental titles conferred by any university in the state. One of the pandits should have passed Oriental title Examination with the language of the locality as the main language while the other pandits should have passed examination with Sanskrit as the main language. Teachers with other qualifications may be appointed with the previous approval of the Director.

Proportion of Teachers to pupils

65. The proportion of Teachers to pupils and the strength of the various classes shall be fixed from time to time by the Director provided they have not been laid down in any special Rules sanctioned by the Government for such institutions

Dimensions of buildings

66. The dimensions of any buildings shall be such as may be prescribed by the Director with reference to the requirements of the institution.

Admission of pupils

67. No pupil who has previously studied in any recognized school should be admitted unless he produces evidence that he has paid all fees which may be due to school.

Registers

68. Such additional registers shall be kept as the director may from time to time, prescribe.

Course of Instruction

69. (i) The course of instruction shall be laid down by the Director and shall be followed.

(ii) Examinations shall be held according to the rules laid down from time to time by Government or the Director.

Chapter V

Special Regulations for primary schools under public management

70. These schools will be open to boys and girls alike, School should be located in places, which are accessible to all classes of the population.

71. There shall ordinarily be at least one teacher for every 40 pupils in average attendance.

Elementary Schools: (Standard I to V)

- (a) The teacher-pupil ratio of 1:40 will be followed. Minimum of 2 Secondary grade teachers upto strength of 60 will be sanctioned. In respect of new schools, first post will be created in the first year and second post in the second year. One of the two posts will be in the grade of Headmaster.
- (b) For every additional strength of 40, one post of secondary Grade Teacher will be sanctioned i.e. the third post at 100, the fourth post at 140 the fifth post at 180 and so on.
- (c) Regarding the bifurcation of a standard, additional sections will be created when the strength exceeds 60 and so on in the slabs of 40.
- (d) For the calculation of student strength, only average attendance shall be taken into account

II Middle schools (standard 6 to 8)

- (a) The teacher –pupils ratio of 1: 40 will be followed: The same norms suggested for elementary schools will be followed. One of the posts will be in the grade of middle school Headmaster.
- (b) When a middle school is upgraded as High school the post of middle schools Headmaster will be converted into High School Headmaster. In respect of Elementary Schools, One post of Headmaster will be sanctioned as per existing orders.

III High schools (Standards IX to X)

- (a) The teacher-Pupils ratio of 1:40 will be followed: On this basis the following norms will be followed.

Average attendance	No. Of Post
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Unto 80	One Headmaster and Two B.T Assistants
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The third post will be given when the strength exceeds 60 and additional sections will be permitted in the slab of 40.

(b) Eligibility for language teachers will be as follows:

Sl.No	Total of sections in standards 6 to 10	No. of language teachers post
1	Upto 5	1
2	6 to 10	2
3	11 and above	3

(c) When the strength in classes 6 to 10 in High Schools exceeds 250 One post of Physical Education Teacher will be sanctioned, and for every additional strength of 300, One additional post of Physical Education Teacher will be sanctioned subject to a maximum of 3.

IV Higher Secondary schools (XI & XII Standards)

(a) The norms will be 8 post graduate Teachers for a Higher Secondary with a minimum of two groups as follows:

1	For two groups	6 Post Graduate Assistants
2	For English	1 Post Graduate Assistant
3	For Tamil	1 Post Graduate Assistant

- (b) Additional Post of Post Graduate assistant will be sanctioned based on work load (i.e.) 28 periods of teaching per week.
- (c) Regarding bifurcation of a standard, additional section will be formed when the strength exceeds 60 and so on in this slab of 40 as in the case of High Schools.
- (d) For vocational stream, 2 posts of teachers (full time) will be sanctioned irrespective of the number of courses.
- (e) The post Graduate assistant for language in the main stream will handle the language classes of vocational stream students also.
- (f) For schools with a strength of over 400, one post of Physical Director will be given by upgradation of existing post of Physical Education Teacher.

G.O.Ms.No,525/Sch.Edn(D1) department dated 29-12-97

72. Deleted.

73. Deleted.

74. Deleted.

Chapter VI

Special Regulations for Institutions under public management other than Elementary School

Strength of Classes

75. The strength of classes in schools for Special Education shall be fixed

from time to time by the Director, provided it has not been already laid down in any Special Rules sanctioned by the Government of such institutions.

School Hours and Working Days

76. (i) The ordinary school day shall consist of not less than 5 hours and 40 minutes of 8 Periods per day for schools with standards VI to XII. Instructional hours in the morning session is 3 hours and in the evening session is 2 hours and 40 minutes. For every 2.1/2 hrs a break of 10 minutes shall be given. Morning assembly should be for 15 minutes duration. The Recess time may vary from 10 minutes to 15 minutes in each session depending upon the strength of the pupils and adequate Toilet facilities. In large schools staggering of the recess time for each stage of education may be considered. The school should work for 200 days in an academic year with 180 instructional days (60+60+60) for 3 Terms. Forty sessions of not more than 3 hours will be for the conduct of examination.

In the case of primary and middle schools the working days will be 220 days in a year with 200 instructional days.

(ii) In school for Special Education, the School hours shall be prescribed, from time to time by the Government or the Director according to the circumstances.

Holidays and Vacations

77. Sunday shall be a whole holiday in all schools. In all Muslim schools, Friday also shall be a whole holiday in lieu of Saturday. In all other schools Saturday shall be a whole holiday. If Saturday is included as working day in the list of holidays approved by the Inspecting Officer it will work for both sessions.

(ii) If the need arises, apart from the list of government holidays 3 local holidays may be declared with the prior approval of the Inspecting Officer and 2 days by the Head of the Institution due to unforeseen circumstances with the post approval of the inspecting officer. It should be compensated

Note: (a) Deleted.

(b) The mid-term holidays should wherever possible be combined with dasara or other holidays.

(c) Deleted.

(iii) Summer Vacation; the summer holidays shall usually be for six weeks. The School shall be re-opened on or after the 1st of June for the next academic year.

(iv) Regarding the terminal and other holidays the Chief Educational officer will circulate the list of holidays in consultation with the Head of the Educational Institutions.

(v) In schools for Special Education, the summer and Christmas vacations shall be determined by the respective Inspecting officers.

78. Rules relating to awards and punishment for schools laid down in chapter III will also be applicable to the institution dealt with in this chapter.

79. The selection of Textbooks in respect of subjects for which no textbook has been published by the Text book corporation or under the authority of the Government of Tamil Nadu shall be made from time to time.

The books so selected shall not be changed within one academic year of their introduction in any school under all management at all stages of Education.

No textbook (other than books of religious instruction) not authorized by the Government shall be used in any case. The Government reserves to them the right to forbid or to prescribe the use of any book or textbooks in schools.

80. Deleted.

Use of Buildings

81. The premises of an educational institution, or any subsidiary building appertaining to it or a playground or vacant site belonging to the institutions whether adjacent to or remote from it, shall ordinarily be used only for purpose of functions conducted by such institution. But the executive authority of the corporation, the inspecting officers in the case of government institution, municipal schools and panchayat union schools, the manager or secretary in the case of an aided school or special institutions is empowered to grant permission on such conditions as he deems fit to impose for the use of such building or ground or site belonging to the institutions for holding public functions arranged by the management or by a department of the state or union government or for any non-political purposes.

The authority concerned should obtain the orders of the Director as the case may be in doubtful cases.

In no case shall the use of such buildings, playgrounds or vacant site be given for political meetings.

The rent received toward lending the school premises or play ground or vacant site for conduct of examination, other than Government Examinations, such as University Examination, Banking Services Examination, Railway Recruitment Board Examinations etc., and other private functions like Lions clubs meetings, marriages, marriage receptions etc., shall be credited to the amenity fee fund of the school.

Note: (a) This rule is applicable to all institutions under different management recognized under Tamil Nadu Educational Rules.

(b) See also rules 9 & 9A

82. Schools should be located in places, which are accessible to all classes of the populations.

Chapter VII

Fee Regulations for schools

83. In Government and recognized Aided institutions the rate of special fees and the tuition fees for English medium sections shall be made by the Government or under the authority of the government of Tamil Nadu from time to time. Fees in all schools under the management of Government, aided or of a Municipal Council or Corporation, shall subject to the exceptions hereinafter provided, be levied according to the following regulations.

83.(A) (i) Notwithstanding anything contained in these rules, the Government may by general or special order, direct that no tuition fee shall be collected by the management of aided institutions from students who are domiciled in Tamil Nadu or such other class of students as may be specified in such order studying for any course specified therein.

(ii) The tuition fee for the course specified in the order mentioned in sub-rule (i) shall not exceed the rate which the Government may, after taking into account all relevant factors fix for such course from time to time.

(iii) The managements may collect tuition fees from students other than those mentioned in sub-rule (i) at such rate not exceeding the rate mentioned in sub-rule (ii).

School year

84. Academic year: The academic year for the fee purposes shall be divided into three terms, the first term commencing from the re-opening of the school after summer vacation and continuing till about the end of September. Second term from the beginning of October till the end of the calendar year and the third term from the re-opening of the school after the Christmas holidays until the summer vacation.

Fee- For what period payable

85. Every pupil shall be liable to pay the whole special fee for the whole year but in the case of tuition fees for each term for any part of which his name is on the rolls of an institution and in the attendance register, whether such fee be paid in one lump sum or by installments (see also rules 38, 87 and 91)

Fee-How payable

86. (a) The tuition fee shall be paid either for the whole year in one lump sum or in one installment in each term, If paid either in one lumpsum or paid in installments for any term, the installment shall be paid not later than the last working day of the first month in each term.

(b) Deleted.

Fees of new pupils

87. The tuition fees or the installments thereof shall be paid by a new pupil before his name is enrolled in addition to the admission fees fixed by the government or by the officers of the department under the authority of the government from time to time. A pupil shall not be enrolled or admitted after the beginning of a term unless he has paid all the installments of fees, which he would have had to pay, had his name been on the rolls from the beginning of the term.

Fee Receipt

88. A receipt signed and dated by the Head of the Institutions or by some one deputed by him shall be issued for every payment of fees made. The receipt shall show among other particulars the class in which the pupil is reading with his admission number, counterfoils of the receipts should be filed.

STANDARD RATES

89 (a) Deleted.

(b) Deleted

(c) **Special fees:** The rate of special fees and tuition fees Leviable in high and higher secondaryschools shall be as follows:

Fee Details	Existing Fee Rate		
	6-8	9-10	11 & 12
Admission Fee	0.50	0.50	1.00
Literary	0.50	1.00	3.00
Library	0.50	1.00	5.00
Games	10.00	20.00	30.00
Science	-	1.00	30.00
Audio Visual	10.00	10.00	10.00
Arts and Crafts	0.50	0.50	-
Excursion	-	0.50	-

Scout	1.00	1.00	1.00
Stationary	1.50	2.00	8.00
Medical Inspection	1.00	1.00	1.00
J.R.C	2.00	2.00	4.00
Amenities	5.00	5.00	10.00
Total	32.50	45.50	103.00(Science Group) 73.00 Arts Group
Tuition Fees for English Medium Classes	200/- p.a	250/-p.a	500/-p.a

Note: The rates prescribed above in these rules are as on date and the rates are liable for revision by the government or by the officers of the department under the authority of the government from time to time.

The special fee shall be collected in one lumpsum and allotted for each head by the Head of the institution in consultation with the Staff council.

There shall be Single Accounting procedure for Special Fee account. Diversion of funds from one item to another for the current year special fee account alone shall be permitted limiting to 25% of the collection under each head.

For utilizing the accumulated amount in the special fee fund prior permission is necessary.

- 1 Up to Rs.10,000/- District Educational Officers
- 2 Up to Rs.20,000/- Chief Educational Officers
- 3 Above Rs.20,000/- Director concerned

Allocation of amount for expenditure under each item shall be decided by the Head of the Institution in consultation with the special fee committee bearing in mind the need for spending the amount for the purpose for which it was collected.

Special fee account shall be scrutinized 100% every year by the inspecting officer at the time of inspection or by making any other suitable arrangements and the objections if any should be settled.

No further departmental audit is necessary.

The Head of the Institution shall print application form for admission of pupils to school with serial numbers. The Cost of printing application form for Admission to schools shall be met from stationery fee of the special fee fund and the sale proceeds shall be remitted to that fund. The cost of Application form for Admission in High Schools shall be Rs.5/- and in Higher Secondary Schools shall be Rs. 10/-.

Fines

90. (a) If a student fails to pay his fees on the date fixed for payment in these rules on or before the last working day of the first month in a term student's name shall be struck off the rolls. If re-admitted he shall in addition to the fees due from him, pay a re-admission fee of Rs.2/-(Rupees Two only).

(b) Deleted.

Remission of fee

91. If a pupil leaves a school during a term he shall have no right to claim a remission of any portion of the special fees. In the case of tuition fees the head of the institution shall refund on request, the tuition fees for the remaining terms from the amenity fees in respect of Government Schools and from the General funds in the case of aided and in respect of all other recognized schools.

Note: Deleted.

Educational Concession For Students

92. Students studying in recognized school shall be eligible for concessions and scholarships as enumerated below. However the norms and amount are subject to change by the order of the Government from time to time. List of eligible communities for concession is given in (Appendix-16).

Schools Run By The Adi-Dravida And Tribal Welfare

ASSISTANCE	ELIGIBILITY	WHOM TO BE APPROACHED
Supply of Slates	All students in Std 1 in Adi-dravida Tribal welfare Schools	Headmaster of the School
Text books	All students in Std 1 To 10 in Adi-dravidar and Tribal Welfare schools 9 & 10 SC/ST/SC convert students in General schools	Headmaster of the School
Note Books	All students in Std 3 To 10 in Adi-dravidar and Tribal Welfare schools 4 to 10 SC/ST/SC convert students in General schools	Headmaster of the School
Uniforms	All students in Std 1 To 12 in Adi-dravidar and Tribal Welfare schools	Headmaster of the School
Special Guide Books	All students in Std 10 and 12 in Adi-dravidar and Tribal Welfare schools	Headmaster of the School
Bicycles	SC/SCC/ST Girls students in Std XI and XII in all schools	Headmaster of the School

HOSTELS RUN BY THE ADI-DRAVIDA AND TRIBAL WELFARE

The following concessions are provided to the Boards.

BENEFITS	ELIGIBILITY	WHOM TO BE APPROACHED
Free boarding and Lodging to the students studying up to 12 th std	Annual Income limit Rs. 50,000/- Distance between the School and the residence should be more than 5 Kms (This does not apply to Girls)	District Adi-dravidar Tribal welfare Officer or warden of the hostel
Uniforms	All boarders studying up to 12 th std	Warden
Special Guides	All boarders studying std 10 and 12	Warden

SCHOLARSHIP

The scholarship and other concessions are given to Adi-dravidar and Schedule Tribe students studying in Govt. schools and Govt. recognized schools. The details are as follows:

BENEFITS	ELIGIBILITY	WHOM TO BE APPROACHED
Free Education up to 12 th std to all (i.e.) Tuition fee will not be collected	Adi-dravidar/A.D.Christians and S.T students No income limit	Headmaster
Beyond 12 th std students studying in Govt / Aided Institutions are exempted from payment of tuition fees	Adi-dravidar/A.D.Christians and S.T students No income limit	Principal
Granting of special fee for 6 to 10 std and examination fee for 10 th std. These amounts will be given to the Headmaster and Director of Govt.Examinations directly	Adi-dravidar/A.D.Christians and S.T students No income limit	Headmaster / District Adi-dravidar tribal welfare officer
Assistance to the children of those engaged in unclean occupations	Wards of those engaged in unclean occupation like scavenging, tanning, flaying. Religion, Caste and income No bar	District Adi-dravidar & Tribal welfare officer

Details of Assistant to the children of those engaged in unclean occupations

A. DAYSCHOLAR

B. HOSTELLERS

1-5 Standard	Rs. 25/-p.m for 10 months	3 to 8 Stds Rs.200/-p.m for 10 months
6-8 Standards	Rs.40/-p.m for 10 months	9-10 Stds Rs.250/-p.m for 10 months.
9-10 Standards	Rs.50/-p.m for 10 months	

In addition to this, a sum of Rs. 500/- p.a will be given to both, days scholars and hostellers.

BENEFITS	ELIGIBILITY	WHOM TO BE APPROACHED
Residential scholarships to students studying std 6 to 10 and staying in the hostel run by educational institution (Rs.25/- p.m to Rs.35/- p.m)	Hostels should have been recognized. Annual income limit Rs. 15000/-	District Adi-dravidar and Tribal welfare officer

Post matric scholarship

Government of India postmatric scholarship:

Under this scheme all compulsorily payable fees and maintenance charges are sanctioned	Adi-dravidar / Schedule Tribes students studying in standards 11 and above. Annual Income Rs.60965/-.	Headmaster / College principal/District Adi-dravidar and Tribal welfare officer
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Maintenance charges:

Days Scholars	Rs. 90/- to Rs. 190/- p.m	
Hostellers	Rs. 150/- to Rs. 425/-p.m	

Free Education

Special fee, Examination fee to students studying in +1 and +2.	Those who are not eligible for Govt of India and state scholarships. No income limit	Headmaster/District Adi-dravidar and Tribal welfare officer
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INCENTIVES / AWARD OF PRIZES

To create a spirit of competition in the minds of Adi-draavidar / Schedule Tribe / AD-Christian students in improving the standards of education, a number of incentives are given. They are given below:

State Level:

<p>A. +2 Public Examination Rs. 25,000/- B. 10th Public Examination Rs. 10,000/- For subjects: C. + 2 Examinations Rs. 2000/- D. 10th Stds Examination Rs. 1000/-</p>	<p>One boy and one girl each from Adi-draavidar / scheduled Tribe / AD Christians who have secured 1st mark</p>	<p>Commissioner of Adi-draavidar welfare Chennai-5 through the District Adi-draavidar and Tribal Welfare Officials.</p>
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District Level Prize:

<p>+2 Examination Rs. 3000/- 10th Standards First Prize Rs. 1000/- Second Prize Rs. 500/- Third Prize Rs. 300/-</p>	<p>One boy and one girl among from Adi-draavidar / scheduled Tribe / AD Christians who have secured highest mark</p>	<p>District Adi-draavidar and Tribal welfare officer</p>
<p>8th Standards First prize Rs. 1000/- Second prize Rs. 500/- Third Prize Rs. 200/-</p>	<p>One boy and one girl each from Adi-draavidar / Schedule Tribe / AD Christian students who have secured highest mark in each Districts</p>	<p>District Adi-draavidar and Tribal welfare officer</p>

Adhoc Merit Grant

<p>Grant of one time award Rs. 300/-</p>	<p>Adi-draavidar / Schedule Tribe / AD Christian Students who have secured 60% and above marks in 10th and 12th Stds public Examinations and pursuing higher studies</p>	<p>DAD & TWO/DCE/Chennai-6.</p>
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Bright Students Award

<p>First two boys and two girls in each district from each community viz Adi-draavidar/Schedule Tribe / AD Christians who have passed the 10th stds public exams and continue their studies are given a sum of Rs. 800/-for the 1st year and Rs. 960/- for the next five years.</p>	<p>Should have secured 1st and 2nd place in the 10th stds in the district and continue the studies. No income limits.</p>	<p>Commissioner of Adi-draavidar welfare, Chennai-5</p>
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Gandhi Memorial Award

Two (one boy and one girl) AD students in each district who have secured 1 st rank in the 12 th std public examinations and continue their studies. For the 1 st year Rs. 1500/- and for the subsequent 5 years Rs. 1000/- P.A	AD (Hindu) students who have secured 1 st rank in 12 th std exam in the district and continue their studies. No income limit	Commissioner of Adi-dravidar welfare, Chennai-5.
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Merit cum Means Award

Conditions and Prize amounts for grant of these awards are as per the Gandhi Memorial Awards. This award is meant for Scheduled Tribes and Adi-dravidar Christians.

Chief Minister' s Award:

First 1000 boys and first 1000 girls among the Adi-dravidar/ ST/ AD-Christian students who have passed 12 th std examination and continue their studies are given a sum of Rs.1500/- P.A for 5 years	Should find place in the list of the First thousand students who have passed 12 th std public examinations and who continue their studies	Commissioner of Adi-dravidar welfare, Chennai-5.
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Incentive to AD/ST Girl Children

To reduce the drop out rate among the Adi-dravidar / ST girls cash incentive are given to 60000 Adi-dravidar in 14 districts only and ST girl children in all districts in standards 3 to 5 and 30000 girls in 6 th standards in all Districts AD /ST Girls in Stds III to V are given Rs. 500/- p.a and girls in VI std are given Rs. 1000/-p.a	AD/ Sch. Tribe girls studying in III to VI standards	District Adi-dravidar and Tribal welfare officers
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B. SCHEMES IMPLEMENTED THROUGH BACKWARD CLASSES AND MOST BACKWARD CLASSES WELFARE DEPARTMENTS

EDUCATIONAL SCHEMES

SCHOOL LEVEL BENEFITS: (Pre-matric)

Sl. No	Concessional benefits	Conditions to be fulfilled	Contact Officer
(1). For IX & X Standards Students Only: BC/MBC/DNC			
	All prescribed Text Books will be supplied and Special Fees payable to the schools will be reimbursed at the rate of Rs. 23.50 per student	Parental Annual Income should not be exceeded Rs. 50,000/-p.a. should have secured a minimum aggregate of 40% in the previous year examination (For DNCs no minimum marks prescribed). No prescribed application forms – proof of community and Income (Certificate) alone should be produced to the school Headmaster.	Head of the Schools concerned will prepare the indent for the supply of Text book to the eligible students in the beginning of the academic year and send the indent to the DBC and MWOs – get the required text books and supply them to the students on the reopening of the schools.
(2) Additional Concessions To X / +2 Classes Only			
	Examinations fees for X std and +2 public examinations are reimbursed to the Government examinations department. Students need not pay the examinations fees.	Community and Income Certificates are enough. (For MBCs / DNCs no Income proof is required)	Headmasters of schools will take necessary action.
(3) For Students Studying In English Medium And Govt.Aided Schools Only			
Tuition Fees Reimbursed:			
	<p>Standard Amount (p.m)</p> <p>6 To 8 20.00</p> <p>9 To 10 25.00</p> <p>11 To 12 50.00</p> <p>The above tuition fees amounts will be calculated for 10 months in a year and directly reimburse to the schools.</p>	<p><u>Bcs</u></p> <p>Parental annual Income should not exceed Rs. 50,000/- p.a. and No one should be a graduate in the family</p> <p><u>MBCs & DNCs</u></p> <p>The above conditions are not applicable. All MBC/DNC students are eligible</p>	<p>The Headmaster of the school concerned to be contacted. They will examine the Income/Community factors of the students, prepare the reimbursement list and send it to the District BC and MW officer for the reimbursement of the tuition fee amount.</p>

(4)	Scholarships (Post matric Scholarships) BCs : From +1 (Schools) to Phd research level (including BA., B.Sc., B.Com Colleges) MBCs / DNCs : From +1 (Schools) to Phd Research Level Colleges except B.A.,B.Sc., B.Com		
	Tuition fees, Special fees Book money (and) Boarding and Lodging charges for hostellers will be sanctioned at the rates prescribed in the state scholarship. Notification of this department (and) Examination fees alone will be sanctioned in full as charged by the examining authority (applications should be submitted in the prescribed form)	BC / MBC Parental annual Income should not exceed Rs. 50,000/-p.a Should have passed in the previous year's examination and secured a minimum of 40% marks DNC Income limit Rs. 50,000/-p.a (but mere pass is enough. No minimum mark rules.	Heads of educational institutions will prepare the sanction proceedings keeping in view the community, income, marks, rules etc and send them to the respective DBC & MWOs for the payment of the scholarship amounts to the students.

Free Education Schemes

(1)	Free Education (Up to Degree Level For MBCs / DNCs) From +1 Up to B.A.,B.Sc., B.Com Degree Courses		
	Tuition fees, Special fees and all other non-refundable fees, and examination fees – all will be reimbursed in full to the Educational institutions MBC/DNCs students can pursue their studies in colleges without paying any fee to the colleges	No parental Income limit. No other restrictions applicable. Proof of Community (Certificate) is enough.	Heads of Educational Institutions will prepare the sanction proceedings with reference to community and send the claims to the respective DBC and MWOs for payment of the amounts. The amount claimed will be reimbursed to the accounts of the Educational Institutions.
(2)	Free Educations (Up to Degree Level For BCs) B.A.,B.Sc., B.Com Degree Courses		
	Tuition fees, Special fees and all other non-refundable fees and Examination fees will be reimbursed in full to the Educational Institution without any restrictions in amounts If the student has paid the amounts to the Colleges at the time of admission the amount will be reimbursement to the students. Applications should be submitted in the prescribed forms with Community, Income and No graduate in the family Certificates.	Parental annual Income should not be exceeded Rs. 50,000/- p.a. (and) The student should be the first person studying degree course in the family.	Heads of Educational institutions will prepare the sanction proceedings with reference to the Community, Income. No graduates family conditions etc and send the claims to the respective DBC and MWOs for the payment of the amounts. The amount will be reimbursed to the Institutions/ Students as the case

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OTHER CONCESSIONS

Students, studying in standards 4 to 12 alone, will be admitted into these hostels. Two sets of uniforms (dresses) will be supplied free to these hostel students every year and for students staying in hostels in hill areas, heaters are supplied. Free textbooks will also be supplied every year. Besides this, students studying standards 10 and 12 and staying in these hostels will be supplied with free guides for securing higher percentage of marks in the Govt. Public Examinations. For these concessions, the hostel students need not apply separately.

INCENTIVES FOR RURAL GIRLS CHILDREN (For MBCs/DNCs only)

Benefit amount at the rate 1000/- p.a.	Conditions to be fulfilled	Contact Officer
<p>Incentive is sanctioned to MBC/DNC girl children studying in 3-5th and 6th standard in Govt. and Aided schools in rural areas at the rate of Rs.500/- p.a. and Rs. 1000/- p.a. respectively in order to prevent their dropout from <u>schools</u>.</p> <p>Amount will be credited to Small Savings Accounts in local post offices in their mother's name</p>	<p>Parental annual income should not exceed Rs.25,000 p.a.</p> <p>(Scheme implemented in all district in the state <u>except</u> Chennai city).</p> <p>Number of beneficiaries restricted to 30,000</p>	<p>Headmasters of concerned Govt./Aided Schools in rural areas will send the claims for the eligible students to the respective. DBC & MWOs for the sanction of incentive amounts and subsequent disbursement to the students through Post Office Savings Bank Accounts</p>

AWARD OF PRIZES

In order to encourage the BC/MBC/DNC students in their studies and to infuse competitive spirit in them, the following state level and district level prizes are awarded every year. There is no income limit for this scheme. These prizes/awards are common for the BC, MBC/DNC students.

The following prizes are awarded for BC/MBC/DNC students (Boys/Girls) securing highest marks in the State/District level :-

Category	BC (Rs.)	MBC/DNC (Rs.)
State level		
+2 Examination 1 Boy	3,000	5,000
1 Girl	3,000	5,000
10 th Standard 1 Boy	1,500	3,000
1 Girl	1,500	3,000
District level		
+2 Examination 1 Boy	1,500	3,000
(1 st prize only) 1 Girl	1,500	3,000
10th Standard		
I prize 1 Boy	500	1000

		1 Girl	500	1000
II prize	1 Boy		250	500
	1 Girl		250	500
III prize	1 Boy		150	300
	1 Girl		150	300

For this, the students need not apply separately. The students will be selected from the district wise merit list furnished by the Director of Government Exams, Chennai. The candidates will be traced with reference to the address furnished in the school records and after the verification of community etc. the amounts will be handed over to them by the DBC & MWO's to the students.

Memorial Awards (Perarignar Anna Memorial Award)
(Common for BC/MBC/DNCs)

+2 Examinations

Two boys and two girls securing highest marks in +2 examinations in each district will be sanctioned Rs.3,000/- per year for 4 years or till the completion of the degree course.

These awards are given only to the students securing highest marks in +2 exams at the district level and pursuing further studies in professional courses (Medical, Engineering, Agriculture, Veterinary Science etc.)

Thanthai Periyar Memorial Award
(Common for BC/MBC/DNCs)

10th Standard Exams

Two boys and two girls securing highest marks in 10th standard exams in each district will be sanctioned Rs.3,000/- per year for 3 years.

These awards are given to the boys and girls who have secured the highest marks in 10th standard among the students studying in the polytechnics functioning in each district.

The students are not selected directly on the basis of the top marks secured in 10th standard Public Examinations in each district.

Every year after the completion of admissions of the students into the polytechnics, the details about the meritorious candidates in each polytechnic will be collected by the DBC & MWOs in each district and among these students 2 boys and 2 girls, who have secured highest marks, will be selected. After verifying the community etc. the awards will be distributed.

If more than one candidate secured the same top ranks, the prize money will not be divided but additional prizes for awards will be given to them under all the above prizes/awards schemes.

Sanction of incentives to students securing high marks
(For MBC/DNC students only)

Concessions/Benefits	Conditions	Contact Officer
MBC/DNC boys and girls, who have secured very high marks in the +2 exams at the state level and pursuing degree	1 500 boys and 500 girls who have secured highest marks among the MBC/DNCs at the	The Directorate, based on the merit list furnished by the Director of

<p>courses further are sanctioned incentives at the rate of Rs.1,500/- per year for 5 years or till the completion of the course whichever is less</p>	<p>state level in +2 exams will be sanctioned the incentives.</p> <p>2 After +2, they should continue any degree course.</p> <p>3 No income limit.</p>	<p>Government exams, will select the candidates at the State Level. The Commissioner, and DMBC will send the selection list to the DBC & MWOs and through them intimation sent to the students. After getting intimation, the students will directly furnish further details to the DBC & MWOs. The incentive amounts will be disbursed through the colleges. The renewal amounts will also be sanctioned every year by the DBC & MWOs.</p>
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Chapter VIII

Disciplinary Regulations

93. No Student, who has been convicted in a court of law for disloyal activities or who has been detained under the defense of India Rules or the Restriction and Detention Ordinance 1944 shall be admitted or re-admitted into a school without the previous sanction of the Director concerned.

94. Students of schools should abstain from active participation in party or communal politics.

95. Head of Institution of a school or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct within the school or hostel precincts of students on the rolls.

96. Head of Institution or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct outside the school or hostel precincts of students on the rolls so far as such rules seem necessary to maintain the credit, usefulness and reputation of the school or hostel.

97. Head of Institution or hostel authorities shall have full power to inflict the following punishments in the interest of the students or the institutions concerned. Fines, loss of attendance, loss of term marks, suspension or expulsion.

98.1 (a) if a teacher in any school by speeches or otherwise seeks to mislead his students into activities herein deemed objectionable, he is liable to be punished for dereliction of duty.

(b) If the Head of the Institution or any other teacher of a school is found to be negligent in the discharge of his duties or is found to have committed any irregularity, the Director shall, after due enquiry, declare him unfit to be a Head of the Institution or a teacher for a specified period or permanently as the circumstances of the case warrant.

2. The nature of enquiry to be conducted will be the same as that referred to in Rule 154.

3. An appeal shall lie to the Government in the case of orders issued by the Director.

99. In the event of any misconduct being persisted in and encouraged or permitted by the masters or the managing authorities of any recognized school, the Director may, after due warning, withdraw recognition from the offending school or withdraw the grant in-aid or withhold the privilege enjoyed by them.

99.A. The respective Director may declare any individual unfit to hold the post of secretary of a recognized school or Teacher Training Institute either permanently or for a specified period for proved charges of malpractice, corruption or mal-administration, besides taking any other action deemed necessary under the grand in aid code.

Note: Such declaration shall have the effect of debaring the person from continuing as the secretary of any other recognized school.

100. Deleted.

101. Deleted.

CHAPTER IX

Training Institutions under Public Management

102. The rules contained in this chapter shall apply to every District Institute of Education and Training (DIET) and Teacher Training Institute (TTI) under the control of the Director of Teacher Education, Research and Training.

Objective

103. The DIETs and TTIs included in this rule are intended to ensure that every trainee by the end of the two-year Diploma in Teacher Education Course, achieves academic excellence, professional competence and commitment to serve the community.

Classification of Training Institutions

104. Institutions for the training of primary and upper primary teachers for Standards I to VIII shall be classified as follows:

(i) District Institutes of Education and Training (DIETs) which have been established consequent on the implementation of the National Policy on Education (NPE), 1986.

(ii) Teacher Training Institutes (TTIs) which are intended to offer pre-service training only.

The following classes of persons are trained in the aforesaid institutions:

Persons who have passed the Higher Secondary Examination (HSE) conducted by the Board of Higher Secondary Examination under the control of the Director of Government Examinations, Chennai or an Examination considered equivalent to HSE by the Director of Teacher Education, Research and Training, Chennai.

(iii) Deleted.

105. DIET or TTI shall conduct a two-year Diploma course and there will be public examination at the end of each year:

Each DIET and TTI shall have a model school attached to it containing the standards necessary for the training of teachers of the grade it includes.

Control

106. The responsibility for the management and discipline of DIETs shall be vested in the heads of those institutions under the control of the Director of Teacher Education, Research and Training and the Principal of the DIET of the district in the case of TTIs.

Staff

107. (i) The staff of a DIET shall depend upon (a) the number of departments it contains, and (b) the number of vernacular languages included in the curriculum as per norms of NCTE, New Delhi.

(ii) The following table shows the minimum qualification of all newly appointed members of the staff of DIETs / TTIs.

Qualifications of Staff DIETs

Posts (1)	DIETs (2)
1. Principal	A PG Degree + M.Ed. + Ph.D.+ 5 research papers in education, preferably in elementary education, published in national journals
2. Senior Lecturer	A PG Degree + M.Ed. + M.Phil. + 2 research papers in education, preferably in elementary education, published in national journals
3. Lecturer	A PG Degree in the subject for which he/she is appointed + M.Ed.
4. Lecturer in Physical Education	A PG Degree + M. P. Ed.
5. Junior Lecturer	A PG Degree in the subject for which he/she is appointed + M.Ed.
6. Art Teacher	A Degree/Diploma/ Certificate in the respective discipline, as suggested for similar posts in High/Hr.Sec.Schools.
7. Technician	
8. Librarian	
9. Laboratory Assistant	
10. Work Experience Instructor	
11. Statistician	On par with the Statistical Officers in the Dept. of Statistics

iii. Qualifications of Staff TTIs

Posts (1)	TTIs (2)
1. Principal	A PG Degree + M.Ed. + M.Phil. + 2 research papers in education, preferably in elementary education, published in national journals
2. Junior Lecturer	A PG Degree in the subject for which he/she is appointed + M.Ed.

(iv) The holders of degrees, diplomas and certificates awarded by the Universities in Tamil Nadu or its equivalent will be held qualified to hold posts in DIETs and TTIs.

Infrastructure

107.A. (a) Every DIET / TTI shall be located in a relatively noise-free and pollution-free zone, having adequate supply of drinking water and electricity. It shall have good conveyance and

communication facilities with the nearest town. Adequate space for the administrative wing, academic wing, playgrounds and space for recreation shall be provided.

- (b) The requirements of land area for an intake of 50 students in the first year and 50 students in the second year shall be as follows:

Item	Area
Total Land Area	5000 sq. mts.
Floor Area of Building (excluding hostel and staff quarters)	1000 sq. mts.
Floor Area per Student	10 Sq. mts.

- (c) The main building(s) in every DIET / TTI shall have the following facilities:

Rooms	Number	Area	
1. Classrooms	4	60 sq. m. each	
2. Assembly Hall	1	100 sq. m.	
3. Library-cum-reading room	1	100 sq. m. (seating for 30 students)	
4. Multipurpose Laboratory	1	75 sq. m.	
(or) Science Laboratory + Psychology Laboratory E.T. Laboratory Mathematics Edn. Lab, Language Edn. Lab. Social Science Lab.	1 1 1 1 1 1	} Not less than 75 sq. m. in total	
5. Workshop	1		75 sq. m.
6. Art and Music Room	1		60 sq. m.
7. Games Room	1		50 sq. m.
8. Educational Technology room	1		40 sq. m.
9. Computer Room	1		40 sq. m.
10. Common Room	1	40 sq. m.	

- (d) The administrative block in every DIET and TTI shall have the following rooms:

Rooms	Number	Area
1. Principal's Room	1	30 sq. m.
2. Teachers' Common Room	1	60 sq. m.
3. Office Room	1	50 sq. m.
4. Store Room	1	50 sq. m.

- (e) A minimum of 500 sq. m. area shall be provided in every DIET and TTI for playfields and physical education.

Apparatus and Appliances

108. (a) Every DIET and TTI shall be provided with the necessary apparatus and the appliances, models, pictures and specimens needed for giving training in all the subjects pertaining to primary and upper primary standards.
- (b) Every DIET and TTI shall have all the chemicals and other consumable goods to demonstrate all the experiments indicated in the syllabus of the primary and upper primary classes.
- (c) Provision for conducting the following tests shall be available in every DIET and TTI: Sensory-motor, Intelligence (Performance, Verbal and Non-verbal), Aptitude, Personality and Interest Inventories including Projective Tests. Provision for

conducting simple Piagetian and Brunnerian experiments shall also be available in these training institutes.

- (d) One television set, one radio / transistor set, one audio cassette recorder, one video cassette recorder, one slide-cum-film strip projector, two microphones and one cordless microphone, one amplifier, two speakers, one OHP and adequate number of recorded and blank audio and video cassettes shall be available in every DIET and TTI.
- (e) One set of wood-working hand tools, one set of gardener's tools and other essential equipment required for work experience activities and provision for practicing work experience in tailoring, typewriting and performing simple experiments in electronics shall be made available in every DIET and TTI. A section with facility for practicing woodwork, carpentry, smithy, model making in clay and sheet metal work shall also be available in these institutes.
- (f) Drawing materials for preparation of charts, art paper, board, brushes, colours scope for practice of visual art shall be available in every DIET and TTI. Simple musical instruments such as harmonium, tabla, mridangam, flute and other popular local instruments shall also be available. Costumes and accessories for staging dance and drama performance, curtains and other accessories shall also be available in every DIET and TTI.
- (g) Adequate games and sports equipment and materials for important outdoor and indoor games and materials required for training in athletics and body building shall be available in every DIET and TTI.
- (h) A minimum of two computers and accessories for working on them shall be available in every DIET and TTI.
- (i) Every DIET and TTI shall be provided with a library containing, among other books, suitable works on the theory, history and practice of education. A minimum of 1500 books including reference and textbooks shall be available during the first year of the functioning of the institute and at least 100 books shall be added every year. Every DIET and TTI shall subscribe to at least three professional journals.

Furniture

- (j) All the rooms shall have adequate furniture for seating the sanctioned number of students and the staff of every DIET and TTI. The furniture requirements for different rooms are as follows:

Room	Requirement	Number
1. Per Classroom	Seats for the Students	To seat 50
	Chair for the Teacher	1
	Table for the Teacher	1
	Black Board	1
	White Board (3 m X 2 m)	1
	Additional Chairs	2
	OHP	1
2. Assembly Hall	Dais (6 m X 3 m X 0.5 m)	1
	Seats for the Students	To seat 120
	Chairs for the Teachers	20
	Chairs for the Guests	5
3. Laboratory	Tables (1.25 m X 2 m X 0.9 m)	5
	Tall Stools (0.6 m. ht)	20
	Table for the Teacher	1
	Chair for the Teacher	1
	Cupboard	1

4. Workshop	Work Benches (1.25 m X 2 m X 0.9 m) Stools (0.6 m. ht) Table for the Teacher Chair for the Teacher Cupboard	5 20 1 1 1
5. Computer Room	Computer Desks Seats for the Students Table for Consol Chair for the Instructor Cupboard White Board	2 2 1 1 1 1
6. Library	Book Shelves Periodical Rack Catalogue Cabinets (each with 4 card trays) Table for the Librarian Chairs Long Tables and Chairs Notice Board	For 2000 books 1 To hold 2000 1 2 To seat 50 1
7. Principal's Room	Table (2 m X 1.25 m X 0.45 m) Chair Book rack Cupboard	1 5 1 1
8. Teachers' Room	Chairs Tables Additional Chairs Steel Shelves	12 12 6 12
9. Office	Tables for Administrative Staff Chairs for Administrative Staff Chairs for Visitors Cupboards Filing Racks Notice Boards Additional Chairs	1 each 1 each 6 1 each 1 each 2 2
10. Store Room	Cupboards Racks	3 2
11. Students' Common Room	Long Table	1

The requirements indicated are for an intake of 100 students i.e. 50 in the first year and 50 in the second year of the course. For student strength in excess of 100, proportionate increases shall be made in all the facilities listed.

Curriculum

109. The curriculum shall aim at the preparation of professionally competent and committed teachers to enable them to play their role. The main features of the curriculum shall be practical oriented courses, school based internship, school community relationship,

comprehensive, continuous and competency based evaluation, development of skills necessary for transactional strategies and development of innovative thinking and practices in classroom instruction. The Competency-based curriculum shall emphasize the development of competencies relating to the social and educational context, conceptual clarity of the subject matter school management and harnessing of available resources in the community. The curriculum shall also focus on the development of commitment in student teachers to the learners, society, professional growth and basic human rights. An integrated approach to competencies, commitment and performance in teacher education shall be followed incorporating the advantages of the adoption of science and technology to quality teacher education. The curriculum for Diploma in Teacher Education (Elementary) shall be framed by the Director of Teacher Education, Research and Training and it shall be periodically revised and updated.

(a) The objectives of the Diploma in Teacher Education programme shall be as follows:

At the end of the programme, the student teacher will be able to

1. attract and retain in the school all school-age children from the school vicinity,
2. be familiar with the socio-economic status of families in the neighborhood,
3. adopt innovative and interesting techniques of teaching children from standards I to VIII,
4. mobilize means and materials for academic facilitation of the children,
5. develop appropriate basic personal and special skills in the pupils in each standard,
6. relate the resources of the school to those of the society for organizational cooperation and development,
7. provide opportunities for the development of individual talents in all respects,
8. participate in effective management of the school as integral unit of social development and
9. make the school function within the state's policy and strategies.

(b) The following subjects shall be taught as part of the curriculum:

1. Challenges in Indian Education
2. Educational Psychology
3. Educational Management
4. Language Education (Mother Tongue)
5. Language Education (English)
6. Mathematics Education
7. Science Education
8. Social Science Education
9. Educational Technology
10. Physical Education, Yoga and Health Education
11. Art Education and Work Experience

(c) The first three papers shown above shall be completed in the first year. Papers IV to VIII shall be taught in both the years focusing on teaching the respective subjects in Standards I to V in the first year and in Standards VI to VIII in the second year. Papers IX to XI shall be spread over the two years as practical classes meant for internal assessment only.

(d) Each student teacher shall have an internship programme as follows:

- | | |
|--|-----------|
| 1. Training in Micro-teaching skill in the first year | - 5 days |
| 2. Observation in Standards I to V in the first year | - 10 days |
| 3. Practice Teaching in Standards I to V in the first year | - 30 days |

4. Observation in Standards VI to VIII in the second year - 10 days
 5. Practice Teaching in Standards VI to VIII in the second year - 30 days

- (e) There shall be internal assessment and external examination in each year. The Director of Government Examinations shall conduct the external examination.

FIRST YEAR

S.No.	Subject	Internal Assessment Marks	External Examination Marks
1	Challenges in Indian Education	50	100
2	Educational Psychology	50	100
3	Educational Management	50	100
Total		150	300

(f) **SECOND YEAR**

S.No.	Subject	Internal Assessment Marks	External Examination Marks
1	Language Education (Mother Tongue)	50	100
2	Language Education (English)	50	100
3	Mathematics Education	50	100
4	Science Education	50	100
5	Social Science Education	50	100
Total		250	500
Grand Total (I and II Year)		400	800

(g) **INTERNAL ASSESSMENT**

S.No.	Subject	I Year	II Year	Total	Reduced to
1	Educational Technology	50	50	100	50
2	Health Education	50	50	100	50
3	Physical Education & Yoga	100	100	200	100
4	Art Education & Work Experience	50	50	100	50
5	Internship - for each subject (5 x 50 = 250)	250	250	500	250
Total		500	500	1000	500

- (h) A board of practical examiners will be constituted by the Director of Teacher Education, Research and Training for each DIET / TTI separately. The board shall comprise one chairperson and two members (two from DIET and one from TTI). This board shall be responsible for verifying the internal assessment marks with reference to the records maintained, observe the teaching of the examinees and verify the relevant marks of teaching practice of all the student teachers and finalize the marks awarded as part of internal assessment. The student teachers who fail in the internal assessment will have to appear before the board in the subsequent years.
- (i) The following shall be the pattern of question paper in each subject in the external examination:

	Question Type	Number	Marks
1	Objective (a) Type Multiple Choice Items (b) Fill-in the blanks	20 15	20 15

2	(c) Matching Items Short Answer Type (50 word answers)	5 10 out of 15	5 20
3	Paragraph Type (200 Word Answers)	4 out of 6	20
4	Essay Type (500 Word Answers)	Internal Choice – 2	20
Total			100

Period of Training

110. (a) The period of training for the Diploma in Teacher Education course in every DIET and TTI shall be two academic years with 220 working days in a year. The student teacher shall have put in an attendance of 85% in each year to be eligible for appearing for the external examination, which will be held at the end of the year. Each student teacher shall undergo the internship programme compulsorily for forty days within the 220 working days each year and shall have observed 10 classes in each subject and taught at least 15 lessons in each subject every year.

(b) It shall be in the power of the Principal of the DIET / TTI to lengthen the period of internship in the case of student teachers who are not able to observe 10 classes in each subject and / or teach 15 lessons in each subject owing to illness or other unavoidable causes of absence during their period of internship.

(c) It shall be in the power of the Joint Director to an extent of 5 days and that of the Director of Teacher Education, Research and Training to an extent of 60 days to condone the absence of student teachers owing to illness or other unavoidable causes during their period of training of 220 days and to permit them to appear for the external examination to be held at the end of the academic year

Strength of Classes

111. The number under training in no class of DIET / TTI shall exceed fifty without the express sanction of the Director of Teacher Education, Research and Training.

Admissions and Withdrawals

112. Admission shall take place ordinarily at the beginning of the academic year. Without the express permission of the controlling authority, no student shall be admitted later than two weeks after the beginning of the academic year. Withdrawal in the middle of the academic year shall be allowed in no circumstances. No candidate who was dismissed or removed from the Service of Government or Local Body shall be admitted without the prior permission of the Director of Teacher Education, Research and Training.

Qualifications for Admission

113. (1) Every candidate for admission shall submit an application in the form prescribed by the Director of Teacher Education, Research and Training.

His / her age must be not less than 17 years and must not exceed 25 years as on 31st July of the respective year. For SC/ST and Physically Handicapped candidates, the maximum age should not exceed 30 years. For widows, the age should not be above 40 years.

2) The Director of Teacher Education, Research and Training may in deserving cases relax the lower or the upper age-limit.

- (a) The candidate shall have passed the Higher Secondary Examination conducted by the Director of Government Examination, Government of Tamil Nadu or its equivalent with 45% of marks in aggregate.
- (b) The 45% of marks in the Higher Secondary Examination shall be reckoned with reference to the rules in force under the mark improvement scheme implemented by the Director of Government Examinations, Government of Tamil Nadu.
- (c) The SC / ST candidates with a mere pass in the Higher Secondary Examination shall be eligible to apply for admission.
- (d) The Applicant shall be eligible for admission in the medium offered in the TTI concerned in which he / she has studied the language in Standard X and XII under Part I or Part II or through that language as medium of instruction up to Standard XI.

3) The Candidate shall submit the true copies of the following certificates along with their application:

1. Transfer Certificate obtained from the institution last studied,
2. Mark Sheets of Standards X and XII along with improvement mark sheets, if any,
3. Community Certificate,
4. Residence / Nativity Certificate,
5. Conduct Certificate obtained from the Head of the Institution last studied and
6. Relevant Certificates for claiming seats under special category quota (priority seats).

(a). The Selected candidate shall submit a certificate of medical fitness obtained from a Government doctor not below the rank of an Assistant Civil Surgeon.

(b). If in the certificate of health / medical fitness issued to women candidates pregnancy of any stage is indicated, such candidates shall be ineligible for admission into DIETs / TTIs.

Selection of Candidates

114. The Selection of candidates for admission into DIETs / TTIs shall be made through Single Window System by a selection committee constituted by the Government. All the applicants shall be ranked category wise on the basis of marks obtained by them in the Higher Secondary Examination following the rule of reservation and other Government norms in vogue. The seats under the Special Category Quota (priority seats) shall be filled up by suitable candidates ranked by merit (i.e. marks obtained in the Higher Secondary Examination) without following the rule of reservation. For filling up all the seats, except the priority seats under Special Category Quota, the following subject wise and gender wise allocation shall be followed:

Subject Wise:

1. Science Group (Higher Secondary Course)	:	50%
2. Arts Group (Higher Secondary Course)	:	25%
3. Vocational Group (Higher Secondary Course)	:	25%

Gender wise:

1. For boys	:	50%
2. For girls	:	50%

Fees

115. The following fees shall be levied from students at the time of admission:

S.No.	Item	Amount Rs.
1	Admission Fee	3,500.00
2	Amenity Fee	500.00
3	Medical Inspection Fee	50.00
4	Physical Training and Games Fee	50.00
5	Library Fee	100.00
6	Laboratory Fee	150.00
7	Field Work Fee	125.00
8	Stationery Fee	200.00
9	Audio - Visual Fee	200.00
10	Calendar	25.00
11	Journal / Newsletter	25.00
12	Hobbies and Craft Fee	25.00
13	Scouting and Guide Services	50.00
Total		5000.00

Out of the fees levied as above, the admission fee of Rs.3,500/- shall be remitted into Government accounts and the remaining amount of Rs.1,500/- shall be deposited in the respective Saving Bank accounts maintained by the DIET / TTI for meeting out the expenditure of the Institute now and then.

116,117,117A,118,119,120,121- Deleted.

Time Table

122. A time-table, showing the distribution of subjects during each period, the subjects of each teacher who will be engaged in teaching, and the time set apart for the work of supervision, shall be displayed prominently in every DIET / TTI. The identified subjects shall be taught in the following manner:

S.No.	Subject	I Year	II Year	Total
1	Challenges in Indian Education	150	-	150
2	Educational Psychology	150	-	150
3	Educational Management	150	-	150
4	Language Education (Mother Tongue)	60	150	210
5	Language Education (English)	60	150	210
6	Mathematics Education	60	150	210
7	Science Education	60	150	210
8	Social Science Education	60	150	210
9	Educational Technology	60	60	120
10	Physical Education, Yoga and Health Education	60	60	120
11	Art Education & Work Experience	30	30	60
Total		900	900	1800

Leave and Dismissal

123. (i) The principal of a DIET / TTI may give a student teacher casual leave amounting to not more than seven days at a time, exclusive of Sundays and other holidays, and not more than fifteen days in the year. In case of real necessity, he/she may also give additional leave, but it shall be subject to an overall ceiling of 15% of the working days in the year.

(ii) A student will forfeit one day's casual leave for every four times he is marked late.

(iii) The Principal of a DIET / TTI shall withhold any kind of scholarship amount sanctioned to a student teacher, in part or full, if he/she fails to put in 90% of attendance in the year.

(iv) A student teacher may be dismissed by the controlling authority for continued idleness or serious misconduct; and, if so dismissed, he/she may be declared unfit for employment as a teacher. He/she shall also be required to refund the whole amount drawn by him/her from Central or State funds.

Explanation: Participation of the trainees in strike or indulgence in activities likely to incur or encourage strike inside or outside the DIET / TTI or the hostel if any attached to it will be considered as serious misconduct within the purview of this rule.

- (v) Notwithstanding anything contained in these rules, it will be open any time to the Director of Teacher Education, Research and Training to withhold the publication of the result of any pupil trainee, who had been a candidate for the Diploma in Teacher Education Examinations, if on proper enquiry, he finds that the candidate had got admission to the DIET / TTI by furnishing false information or by false representation or was guilty of serious misconduct immediately preceding his / her appearance in the DTE Examination. If the candidate had received any kind and amount of scholarship, he / she shall also be required to refund the whole amount drawn by him / her by way of scholarship from Central, State, Local, Municipal and Panchayat Funds.

Inspection

124.

1. The Director/ Joint Director DTERT in every DIET shall make an annual inspection of academic activities and records connected thereof.
2. An annual inspection-cum-audit of academic activities, accounts and records connected thereof shall be made by the Principal of the DIET concerned in every Government TTI under his / her jurisdiction.
3. The Director of Teacher Education, Research and Training, the Joint Director (DTERT), the Deputy Director (DTERT) may make surprise visits and periodical visits.
4. Periodical and test audits shall be carried out by the audit officers of the Government and by the Accountant General.

125. Deleted.

126. Deleted.

127. Evaluation of Certificates of other State Diploma in Teacher Education

Evaluation of other State Teacher Training Certificate shall be done by the DTERT as per the G.O.Rt.No.1236, School Education, dated 17.9.1984.

Particulars to be submitted for Evaluation of Secondary Grade Teacher Training Certificates of other States.

- | | | |
|----|--|---|
| A) | Name of the Applicant and Address for Communication | : |
| B) | X Standard Mark Statement | : |
| C) | Higher Secondary / Intermediate / P.U.C. Certificate (with 50% marks in aggregate) (If studied in other State, the certificate should be evaluated). | : |
| D) | Teacher Training I Year, II Year and TCH | : |

- E) Teacher Training Transfer Certificate :
 F) Fees : Evaluation Charges. :
 a) Rs.500/- (By means of Demand Draft) drawn in favour of Director, DTERT, Chennai-6.
 b) Rs.100/- for each mark sheet and Rs.100/- for the Diploma, which comes to Rs.300 normally, drawn in favour of Secretary, KSEEB, Bangalore.

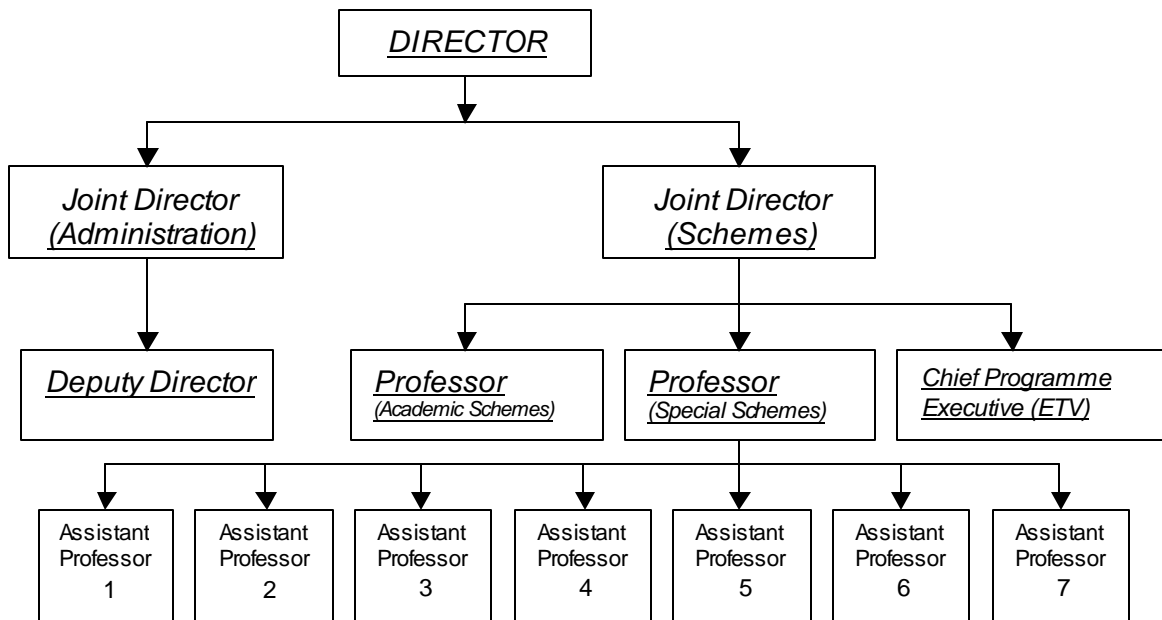
Particulars to be sent for evaluation

1. Evaluation charges: Demand Draft for Rs.500/- drawn in favour of **the Director, DTERT, College Road, Chennai-6.**
2. Demand Draft for the mark sheet and the diploma which comes to Rs.300/- normally drawn in favour of the Secretary, KSEEB, Bangalore.
3. All the original mark sheets.
4. One Xerox copy for all the original mark sheets.
5. One covering letter.

Structure of DTERT

127 A. It was in the year 1990, the SCERT, the District Institutes of Education and Training (DIETs) and the Teacher Training Institutes (TTIs) in the State came under one umbrella with the name "Directorate of Teacher Education, Research and Training (DTERT)". Since then the DTERT has an exclusive Head of Department and has staff members of its own in 1999.

The following is the organogram of the Structure of Directorate of Teacher Education Research and Training.



Under DTERT, 29 District Institutes of Education and Training, 9 Government Teacher Training Institutes, 37 Minority Teacher Training Institutes, 7 Non-Minority Teacher Training Institutes and one Anglo Indian Teacher Training Institute are functioning.

The main functions of the DTERT envisaged are:

- i) To ensure quality of Elementary Education through In-service Training.
- ii) To standardize the Teacher Preparation Programme.
- iii) To undertake research activities for quality Elementary Education.
- iv) To cooperate for decentralized Educational Planning and Management.
- v) To perform extension activities.

The Structure of DIETs

127 B. Universalisation of elementary education and eradication of adult illiteracy have been two of the most important and basic goals of educational development in India since independence. The National Policy on Education (1986) says that the new thrust in elementary education will emphasize beside universal enrolment and retention, “a substantial improvement in the quality of education”. In this context, it is to be observed that

“of all the factors that influence the quality of education... the quality, competence and character of teachers are undoubtedly the most significant”

These in turn depend substantially on the quality of training and other support provided to them.

The National Policy on Education and Programme of Action envisaged a district level Institute in the shape of District Institutes of Education and Training. These Institutes are closer to the field and hence more aware of its problems and needs. Consequently, there would be wider coverage quantitatively and qualitatively.

a) Mission

The mission of a DIET could be stated briefly in the following terms:

To provide academic and resource support at the grass root level for the success of the various strategies and programmes being undertaken in the areas of elementary and adult education with special reference to the following objectives:

- ?? Universalisation of Primary/Elementary Education
- ?? NLM targets in regard to functional literacy in the 15-35 age group.

b) Major functions

A DIET has three main functions:

- i) Training (Pre service and In-service)
- ii) Resource support
- iii) Action Research

c) Nature

As In-service training is one of the main functions of DIETs, throughout the year, DIETs are non-vacation institutions. The personnel would be classified as non-vacation staff and given consequential benefit as per Tamil Nadu Government Rules.

DIET provides residential facility to both Pre-service and In-service trainees. But first priority shall be given to trainees other than pre-service trainees.

(d) Each DIET comprises the following seven academic branches.

1. Pre Service Teacher Education Branch (PSTE)
2. Work Experience Branch (WE)
3. District Resource Unit (DRU)
4. In-service Programmes, Field interaction and Innovation Co-ordination Branch (IFIC)
5. Curriculum, Material Development and Evaluation Branch (CMDE)
6. Educational Technology Branch (ET)
7. Planning and Management Branch (P & M)

e) **HOSTEL**

- 1) Every DIET will have separate hostels for men and women. The capacities of these hostels will be decided mainly keeping in view the ratio of men and women among various groups of trainees who would be coming to the Institute.
- 2) The Principal may appoint either a common warden for both hostels and separate wardens, as may be found locally suitable, from among the faculty members. In case of separate wardens, the one for women's hostel may as far as possible, be a lady.
- 3) While servicing the residential part of the hostel will be the responsibility of the Institute staff, all requiring expenses in connection with the mess (including remuneration to cook etc) will be born by trainees. In case of pre-service trainees they will bear it themselves, while payment for other trainees will come from the funds provided for the conduct of the relevant programmes. The Institute will only provide furniture and utensils for use in the mess.
- 4) The Hostel Mess may be run either by the students as a cooperative, or through a contractor as may be found locally convenient.

f) **Control**

The responsibility for the management and discipline of District Institute of Education and Training shall be vested in the Principals under the overall control of the Director Directorate of Teacher Education Research and Training, Chennai.

CHAPTER X

Training Institutions under Private Managements

128 (a) Except as hereinafter provided, the rules for Teacher Training Institutions under public management shall hold good in every recognised Teacher Training Institute under private management.

Classification of Private Teacher Training Institutions

(b) The Teacher Training Institutions (Elementary) under Private Managements shall be classified as follows:

- (i) Aided Teacher Training Institutes under Non-Minority Managements
- (ii) Aided Teacher Training Institutes under Minority Managements
- (iii) Unaided (Self-financing) Teacher Training Institutes under Non-Minority Managements

- (iv) Unaided (Self-financing) Teacher Training Institutes under Minority Managements
- (v) Anglo-Indian Teacher Training Institutes

Control

129. The responsibility for the management and discipline of a TTI under Private Management shall be vested in the Manager (Secretary / Correspondent) recognized by the Department.

Admission and withdrawal

130. Admissions of student teachers in the Private TTIs should be approved by the Director of Teacher Education, Research and Training. On completing the procedure of selection for admission of candidates, the selection list shall be countersigned by the Principal of the DIET in the district concerned and submitted to the Director of Teacher Education, Research and Training for approval.

Withdrawal of student teachers of the Private TTIs shall not be allowed in the middle of the year without the express sanction of the Principal of the DIET concerned.

131. Deleted.

Selection of Candidates

132. The selection of candidates for admission shall be as follows:

- (i) Through a quota (Government Quota) fixed by the Government for selection under Single Window System of admissions to be filled by the committee constituted for the purpose as explained in Chapter IX, and
- (ii) Through another quota (Management Quota) fixed by the Government for selection by the Manager of the Private TTI.

Under both the quotas (Government as well as Management), the selection of student teachers shall be in the order of merit (i.e. marks scored by the candidates in their Higher Secondary Examination) subject to the rule of reservation and other regulations in force.

Fees

(iii) a. Fees shall be collected both by the Aided Non-Minority and the Aided Minority Managements in accordance with the fee structure prescribed for the student teachers of DIETs and Government TTIs.

b). In the case of Unaided (Self-financing) TTIs, the fees to be collected by the Non-Minority and Minority Managements shall be fixed by the Government. The Government from time to time shall prescribe the fee structure for different types of Private TTIs.

Grant

133. a) The quantum and amount of grant payable to the Aided Non-Minority and the aided minority TTIs shall be decided by the Government. The Principal of the DIET in the district shall be empowered to release such grants periodically.

b). The Director of Teacher Education, Research and Training may declare any individual unfit to hold the post of Manager or Secretary or Correspondent of a recognized Private TTI, either permanently or for a specified period, for proved charge of malpractice, corruption or maladministration, besides taking any other action deemed necessary under the Grant-in-Aid Code.

c). Except as provided above, the rules under the Grant-in-Aid Code shall mutatis mutandis hold good in every Aided Private Teacher Training Institute.

Inspection

134. a) An annual inspection of academic activities and records connected thereof shall be made by the Principal of the DIET concerned in every Private Unaided TTI under his / her jurisdiction.

b). An annual inspection-cum-audit of academic activities, accounts and records connected thereof shall be made by the Principal of the DIET concerned in every Private Aided TTI under his / her jurisdiction.

c). Surprise visits and periodical visits may be made by The Director of Teacher Education, Research and Training, the Joint Director (DTER), the Deputy Director (DTER) and the Principal of the DIET concerned.

d) Periodical and test audits shall be carried out by the audit officers of the Government and by the Accountant General.

Opening of Teacher Training Institutes

135. a) Registered Trusts or an individual or a society interested in opening and running a Teacher Training Institute shall seek a No Objection Certificate to do so from the Government. They shall apply to the Director of Teacher Education, Research and Training paying a processing fee of Rs. 18,000/-. A fact-finding committee appointed by the Government shall submit a report to the Government regarding the fulfillment of conditions of land availability, infrastructure and other resources of the management. Based on this report and the need to establish a TTI in the District, the Government may issue N.O.C. to the concerned management.

b) The National Council for Teacher Education (NCTE), a statutory body constituted by the Government of India by an Act of Parliament in 1993 for the purpose of ensuring high standards in teacher education and an adequate supply of teaching manpower, shall accord recognition (temporary or periodical or permanent) to the TTI on the strength of the No Objection Certificate issued by the Government of Tamil Nadu and on the fulfillment of norms and standards prescribed by this body for opening and running a Teacher Training Institute.

CHAPTER-XI

EXAMINATION FOR TEACHERS CERTIFICATE

Kind of Certificate

136. Certificates shall be of three kinds :-

- a. Certificate of ability to teach the subjects that ordinarily enter into curriculum of schools for general instructions.
- b. Certificate of ability to teach subjects included in Government Technical Examination scheme; and
- c. Certificate of ability to give instruction in Physical Training.

137. A certificate of the first kind shall be designated as "Diploma in Teacher Education" the second kind "Technical Teacher's Certificate" and the third kind "Physical Training Teacher's Certificate" (Higher Grade)

138. Conditions to Grant of Diploma in Teacher Education

Candidates who have passed the Higher Secondary Examination conducted by the Director of Government Examinations of Tamil Nadu or its equivalent with not less than 45% of marks in aggregate are eligible for admission in to Diploma in Teacher Education. The SC/ST candidates with a mere pass in the Higher Secondary Examination shall be eligible to apply for admission. The candidates' age must be not less than 17 years and must not exceed 25 years as on 31st July of the respective year. For SC/ST and Physically Handicapped Candidates, the maximum age should not exceed 30 years. For widows the age should not be above 40 years.

139. The examination for Diploma in Teacher Education shall be conducted by the Director of Government Examinations every year at the end of first year and at the end of second year of the course with the assistance of the staff of the DIET and TTIs and such other persons as the Director may from time to time depute for the purpose.

140. The examination shall be held once in a year and ordinarily in the month of April. It shall be held at such centres as the Director of government Examination may from time to time fix and he shall make all necessary arrangements for it.

141. The examination shall be in such of the subjects of the course laid down in the scheme of work in training schools as the Director may from time to time prescribe. The candidate shall appear in such subjects both in internal and external examination determined by the Director concerned from time to time. The results of the examination shall be entered by the Director of Government Examinations in the certificate of the successful candidates in the form of marks, which shall be the percentage of the maximum obtainable.

142. The Director of Government Examination will determine which of the candidate shall be declared to have passed the examination and will publish their name in the Tamil Nadu Government Gazette.

143. A candidate who fails in the examination may be allowed to appear at a part or the whole of a subsequent examination without further attendance at a training school. The student teachers who fail in the internal assessment will have to appear before the board in the subsequent years.

CERTIFICATES

144. On passing the examination each Trained Teacher will receive from the Director of Government Examination the certificate of Diploma in Teacher Education.

145. Deleted

146. The fees required to be paid by the candidate for Diploma in Teacher Education shall be fixed by the Director of Government Examination under the authority of the Government from time to time.

TECHNICAL TEACHERS CERTIFICATE

147. Technical Teachers Certificate shall be awarded to such candidates who have undergone the prescribed training course. Such course is conducted by Director of School Education and the Director of Government Examinations conducts examination. The subjects and the centres where the courses are to be conducted shall be fixed by the Director of School Education and notified in the Tamil Nadu Gazette.

148. Candidates possessing the minimum general educational qualification of a pass in SSLC and pass in Technical Examination Higher prescribed by the Director of School Education from time to time are eligible for admission to the course and such candidates who have passed the technical examination of Lower or Higher Grade are eligible for admission to the Technical Teachers Certificate Course.

EXAMINATION

149. The Director of Government Examination will arrange for the examination (Theory and Practical) at the end of the prescribed course on the result of which the successful candidates shall be awarded Technical Teachers Certificate.

150. Trained Teachers of Diploma in Teacher Education who possess the Government Technical Examination Certificate of the grade prescribed for the subject are also required to undergo the full Technical Teachers Certificate Course in the subject and take the practical examination. They shall be allowed to appear for the special methods only, other subjects are exempted. Similarly persons who have obtained a Technical Teachers Certificate after undergoing the regular training course in one subject, if they desire to obtain a certificate in some other subject shall undergo the full Technical Teachers Certificate Course in the other subject and take the practical examination. They shall be allowed to appear for special method only, and exempted from other subjects.

FEES

151. The fees required to be paid by the candidate shall be Rs.215/- and subject to change by the Government or by the Director under the authority of the government from time to time.

A candidate who fails in the examination need not appear for training course and shall be allowed to appear for a subsequent examination as a private candidate on payment of the same fee on each occasion. The candidate who fails in the practical, shall be required to undergo the practical course again.

TEACHERS CERTIFICATE IN PHYSICAL TRAINING - HIGHER GRADE

152. Candidates for Teachers Certificate in Physical Training Course shall be required to have undergone the prescribed training at a recognized physical training institute and to have a practical acquaintance with physical training and games and ability to teach these subjects. Applications for admission to the test must be submitted to the Director of Government Examination in the form prescribed by him.

The syllabus is prescribed and the course is conducted by Director of School Education. The candidates who have undergone the necessary full year's training at the Y.M.C.A. College of Physical Education, Saidapet and Ramakrishna Vidhyalaya Maruthi College of Physical Education, Coimbatore shall be eligible to appear for the examination both theory and practical of the Higher Grade Certificate in Physical Education. The Director of Government Examinations conducts the examination every year in April and he issues the certificate. There will be six papers in theory and one paper in practical and First Aid examination.

FEES

153. The fee to be paid by each candidate for admission to the Teachers Certificate in Physical Training Course Higher Grade shall be as follows.

Examination Fee	-	Rs.20/-
Registration Fee	-	Rs. 5/-
Certificate Fee	-	Rs.10/-
Service Charges	-	Rs. 2/-

Total		Rs.37/-

The above fees shall be subject to change by the Government or by the Director under the authority of the government from time to time.

Suspension and Cancellation of Certificates

154. A Teachers Certificate of any grade belonging to teachers or head of the institution employed in any school under the control of the inspecting officer may at any time be suspended by the Chief Education Officer, if the teacher's or head of the institution's character or conduct is shown to be bad or if the teacher or head of the institution is proved to have indulged or taken part or participated in subversive activities, or if the teacher or head of the institution is found to be negligent in the discharge of his duties.

A teacher certificate of any grade belonging to teachers or headmasters may at anytime be suspended or cancelled by the Director concerned if the teacher's or head of the institution's character or conduct is shown to be bad or if the teacher or head of the institution is proved to have indulged or taken part or participated in subversive activities or if the teacher or head of the institution is found to be negligent in the discharge of his duties.

Such suspension or cancellation shall not be ordered except when the teacher or Head of the institution has been convicted in a court until the teacher or headmaster has been informed in writing of the charges against him, and a face enquiry has been made by the inspecting officer concerned or by the Director or by any officer deputed by the Director for the purpose.

The nature of enquiry to be conducted will be as follows :-

The inspecting officer concerned should submit the preliminary report to the Director in regard to the conduct or work of the teacher or head of the institution. If the Director considers that a prima-facie case has been made out, orders will be issued to the inspecting officer on the further action to be taken. Charges will then be framed by the inspecting officer and communicated to the teacher or head of the institution for his written explanation, which will be obtained and submitted together with the remarks of the manager or secretary of the committee to the Director by the Inspecting Officer with his remarks thereon. The officers empowered to inflict the punishment will then issue suitable orders considering the merit of each case. In a majority of cases a personal enquiry may not be found necessary. The enquiry may however, be held if in the opinion of the enquiry officer, such a procedure is found necessary.

An appeal shall lie to the government in respect of original orders passed by the Director and to the Director in respect of orders passed by the inspecting officer.

Note :

- i. The above rule is not applicable to teachers employed in government schools as their cases are governed by the Tamil Nadu Civil Services Classification, Control and Appeal Rules.
- ii. The expression of views, which are calculated to bring in to hatred, ridicule or contempt the beliefs or practices of any religion within the precincts of the school or outside will also be taken as bad conduct for the purposes of this rule.
- iii. When the general educational qualification certificate of any teacher is suspended or cancelled, the Teacher Training certificate or Diploma in teacher education possessed by the teacher who got the same on the basis of the general educational qualification shall also be automatically suspended or cancelled.

CHAPTER – XII

DEPARTMENT OF GOVERNMENT EXAMINATIONS

155. The Department of Government Examination was formed as a separate Department in February 1975 with Director of Examinations as the Head of the Department in the cadre of Director of School Education.

The first Secondary School leaving certificate examination was conducted in the year 1911. This department started conducting the following major exams from the year noted against each of them in addition to the various exams given in the Annexure.

Name of the Examinations	Year Commenced
Matriculation	1979
Anglo-Indian	1979
Higher Secondary	1980

This Department, which was having its office at Chennai only, started forming of Regional Offices initially at Madurai and Coimbatore. Subsequently Regional Offices were formed at Trichirappalli, Tirunelveli, Chennai, Cuddalore and Vellore. Apart from the examinations in academic fields, this Department is conducting various job oriented examinations also.

To enable the dropouts who could not pursue their school (formal) studies due to various reasons, this Department is conducting 8th standard Public Examination purely for Private Candidates. Like wise, private candidates are also permitted to appear for SSLC and Higher Secondary School Examinations directly.

156. THE LIST OF THE VARIOUS EXAMINATIONS CONDUCTED BY THE DEPARTMENT OF GOVERNMENT EXAMINATIONS AS ON 01.01.2003

S.No.	Name of the Examination	Session
1	i. SSLC Public Examination ii. OSLC Public Examination	March/June/October March/June/October
2	Higher Secondary Examination (General Education and Vocation Courses)	March/June/September
3	Anglo-Indian School Leaving Certificate Examination	March/June/October
4	Matriculation Examination	March/June/October
5	Diploma in Teacher Education Examination (I & II)	April
6	ESLC Examination for Private candidates	December
7	Diploma Examination in Teaching the i. Special Blind ii. Senior Grade Blind	June June
8	Diploma Examination in Teaching the Deaf	September
9	Technical Examination in Agriculture (Lower & Higher Grade)	May
10	Technical Examination in Handloom Weaving (Lower and Higher Grade)	May
11	Technical Examination in Drawing Group i. Drawing Design (Lower and Higher Grades) ii. Free Hand Outline and Models Drawing (Lower and Higher Grades) iii. Geometrical Drawing (Lower and Higher Grades)	November
12	Technical Examination in i. Painting (Lower and Higher Grades) ii. Modeling (Lower and Higher Grades)	November
13	Technical Examination in Needle work and dress Making (Lower and Higher Grades)	November
14	Technical Examination in Embroidery (Lower and Higher Grades)	November

15	Technical Examination in Tailoring (Lower and Higher Grades)	November
16	Technical Examination in Indian Music (Lower and Higher Grades)	November
17	Technical Examination in Dancing (Lower and Higher Grades)	November
18	Technical Examination in Printing Group i. Type Casting ii. Machine Work iii. Stereo Typing iv. Compositor' s Work v. Printer' s Ware House Work vi. Proof Reader' s Work vii. Press Work viii. Book Binding (Lower and Higher Grades)	November
19	Teachers Certificate in Physical education (Higher Grade)	April
20	Tamil Pandit Certificate Examination	March/October
21	Diploma in Anglo-Indian Teacher Training Education	April
22	Teacher' s Certificate Examination in Indian Music	April
23	Indian Music Additional Practical Examination	November
24	Diploma in Music Teaching	May
25	Sanskrit Prak Siromani Examination	May
26	Natya Visharadha i. Bharatha Natyam ii. Nattuvangam	May
27	Vadya Vishardha in i. Nathaswaram ii. Thavil iii. Flute iv. Mirudhangam v. Khadam vi. Kanchira vii. Moresing	May
28	Sangeetha Vidwan Title Examination (ISAIKALAIMANI)	May
29	Final Examination in Indian Music for Evening Class Students	May
30	Teaching the mentally retarded Children Diploma Examination	June
31	National Talent Search Examination	October
32	Tamil Nadu Rural Students Talent Search Examination	May

157. SCHEME OF GOVERNMENT EXAMINATIONS

(a) Examination

Secondary

Oriental

School Leaving Certificate

SSLC

OSLC

Examination for regular school pupils is conducted during the month of March/April

(b) Eligibility

There shall be a Government Examination at the end of the course in X Standard and the students i.e. School Pupil Candidates who are studying in a recognized high school and completed the same are eligible to appear for the SSLC/OSLC Public Examination conducted during the month of March/April every year.

(C) Age

The pupil should have completed the age of 14 on the first day of the month in which the examination is to be conducted.

(d) Presenting Students through Schools

At the end of the course in X standard and the date fixed by the Director of Government Examinations from time to time, the Head of the school shall forward to the respective Regional Deputy Director of Government Examinations the Nominal Roll in the prescribed forms of his pupils who will be appearing for the public examination conducted by the Board.

(e) Fees

Examination Fee to be collected as follows :

Examination Fee	-	Rs.100.00
Mark Certificate	-	Rs. 10.00
Service Charge	-	Rs. 5.00
Total		Rs.115.00

(f) Fee Concession

- 1 Students belonging to the SC. ST are totally exempted from Exam Fees.
- 2 Students belonging to OB & MBC category whose parental income is less than Rs.50,000/- p.a. are exempted from the payment of Exam Fees.

(g) Concession

Granted to school pupils in respect of certain categories.

S.No.	Categories	Concession
1	Blind Candidate	i. Fee Exemption ii. Appointment of Scribe
2	Deaf & Dumb	i. One Language under Part A or Part B Exemption ii. Fee Exemption
3	Physically Handicapped and Dyslexia candidate concession will be granted on the basis of Medical Certificate from the authorized Medical Practitioner/ Psychiatric/ Educationist and recommendation of the Head of School and the District Educational Officer	i. Appointment of Scribe ii. Extra time in Examination by one and half hours.

158. Conduct of Examination

SSLC/OSLC Examinations are conducted as detailed below :

- 1 March/April Session
- 2 Special Supplemental June/July
- 3 Supplementary Examination September/October

Scheme of Examination

Examination will be conducted for the following subjects on the dates fixed by the Director of Government Examination every year. Duration of each examination is 2 1/2 hours.

Subject	SSLC	OSLC
Part A	Tamil or Mother Tongue Language Paper-I	Tamil or Mother Tongue Language Paper-I
Part A	Tamil or Mother Tongue Language Paper-II	Main Language Paper I Sanskrit/Arabic/Pession
Part B	English Paper I	English Paper II
Part B	English Paper II	Advanced Paper III Main Language English Paper I English Paper II
	Mathematics Science Social Science	Mathematics Science Social Science Compulsory subject but not taken into account for eligibility purpose.

In Language the Question Papers in Paper-I and Paper-II will be in Tamil or Mother Tongue i.e. Tamil, Telugu, Malayalam, Hindi, Gujarathi, Kannada and Urdu.

For Non Language subjects the following mediums are permitted. Tamil or mother Tongue, Telugu, Malayalam, Kannada, Hindi and English.

159. Eligibility for a Pass

A Pass in the SSLC (X Std) Examination requires a minimum of 35% of marks in each one of the five subjects. This includes passing under the compartmental system also.

A pass in the OSLC (X Std) Examination requires a minimum of 35% of marks in each subject.

Social Science or Tamil or Mother Tongue is an optional subject for OSLC Public Examination but it will not be taken into account for eligibility but the candidate should attend this subject compulsorily.

160. Direct Private Candidates

Eligibility : i. VIII Standard passed with English
ii. Should have completed the age of 14 1/2 on the first day of the month in which the examination is to be conducted.

(a) Fees / Mode of Remittance

Granted to school pupils in respect of certain categories.

Examination Fee	-	Rs.100.00
Registration	-	Rs. 10.00
Mark Certificate	-	Rs. 10.00
Service Charge	-	Rs. 5.00

Total		Rs.125.00

Chennai City candidates have to remit the Examination Fee by means of Demand Draft obtained from any Nationalized bank drawn in favour of the Secretary to the Regional Deputy Director of Government Examinations, Chennai-6.

Other than Chennai City candidates have to remit the Examination Fee by chalan in Government Treasuries only.

Application forms can also be obtained in the following offices.

- 1 Directorate of Government Examinations, Chennai-6
- 2 Office of the Regional Deputy Director of Government Examinations, Tirunelveli
- 3 Office of the Regional Deputy Director of Government Examinations, Madurai
- 4 Office of the Regional Deputy Director of Government Examinations, Coimbatore
- 5 Office of the Regional Deputy Director of Government Examinations, Tiruchirappalli
- 6 Office of the Regional Deputy Director of Government Examinations, Cuddalore
- 7 Office of the Regional Deputy Director of Government Examinations, Vellore
- 8 Office of the Regional Deputy Director of Government Examinations, Chennai
- 9 All the offices of the Chief Educational Officer and District Educational Officer.

(b) Applications should be submitted with the following enclosures :

- 1 Hall Ticket with Passport size photo attested by the Head of School in which the candidate last studied.
- 2 Xerox copy of the Mark Certificate of the previous appearance (or) Xerox copy of T.C. issued from the Recognized school where the candidate passed. VII standard with English (or) Xerox copy of VIII standard (ESLC) Mark Certificate issued by Director of Government Examination, Chennai-6.
- 3 Computer Coding Sheet.
- 4 Receipt for the payment of Examination Fees.

Submission of Application : Filled in applications have to be sent to the following offices which are nearer to their residence/center.

Revenue District	Office with address
1. Kanyakumari, Tirunelveli & Tuticorin	Regional Deputy Director of Government Examination, S.N.Main Road, Tirunelveli-1
2. Ramnad, Virudhunagar, Sivaganga, Madurai, Theni and Dindigul	Regional Deputy Director of Government Examination, Hakkim Ajmal Khan Road, Madurai-2
3. The Nilgiris, Coimbatore, Erode, Salem, Namakkal and Dharmapuri	Regional Deputy Director of Government Examination, Town Hall, Coimbatore-1
4. Pudukottai, Trichy, Karur, Perambalur, Nagapattinam, Thanjavur and Thiruvarur	Regional Deputy Director of Government Examination, Mannarpuram Main Road, Trichy-20
5. Cuddalore, Villupuram, pondicherry and Karaikal	Regional Deputy Director of Government Examination, School Street, Cuddalore-1
6. Vellore and Thiruvannamalai	Regional Deputy Director of Government Examination,

7. Kanchipuram, Thiruvallur and Chennai

Sathuvachary, Arcot Road, Vellore-9
Regional Deputy Director of
Government Examination, College
Road, Chennai-6

Notification for the issue and submission of application (i.e. Last date) will be published.

161. Distribution of Hall Tickets and Time Table

The candidates should collect their Hall Tickets and Time Table in person three days before the commencement of the examination from the examination centre.

While receiving the Hall Tickets candidates should hand over a self-addressed envelop with postage of Rs.20/- to the chief superintendent of that centre for sending their Mark Certificate by Registered Post at a later stage.

162. Examination

Examinations will be conducted in the order of date, day and subjects mentioned in the Timetable.

In the event of any holiday being declared after the publication of Timetable the examination will be conducted as scheduled, unless and otherwise it is intimated by the Directorate of Government Examinations, Chennai-600 006.

Release of Results

Results of School candidates (Pupils only) will be published through dailies and through Internet in same web sites. Apart from this tabulated Mark List (TML) will be sent to the respective schools where they have appeared for the examination. In respect of Private candidates, results will not be published through dailies and it will be available in the Internet.

163. Distribution of Mark Certificates

Mark Certificates will be sent to the respective schools. For private candidates the Mark Certificate will also be sent to the examination centres simultaneously.

The pupil candidates as well as the private candidates should check the particulars of the individual and sign at the appropriate place in the certificate. Wrong entries/omission/correction if any should be brought to the notice of the under signed. (Secretary, State Board of School Examination, Tamil Nadu, Chennai-6) immediately and get corrected. Request for correction will not be considered after that.

Correction in Name/Date of Birth will be made in the Mark Certificate itself on the basis of the school records only.

164. Retotalling of Valued Answer Scripts

Only Re-totalling of Valued Answer Scripts will be allowed. Prescribed applications can be had from the Regional Offices and office of the Chief Educational Officer and District Educational Officer.

These applications have to be sent to the Deputy Director of Government Examinations, College Road, Chennai-6.

MATRICULATION EXAMINATION

165. SCHEME OF EXAMINATION

There shall be a Government Examination at the end of the 10-year course.

The examination shall be conducted in the following subjects in accordance with the syllabus, text book/guide books and scheme of examinations, etc., subject to such other changes or modifications or other alterations that may be brought into effect by Government from time to time.

Subject	Hours	Maximum Marks
First Language :		
English Paper-I	2 ½ Hours 100	200
English Paper-II	2 ½ Hours 100	
Second Language :		
Paper – I	2 ½ Hours 100	200
Paper – II	2 ½ Hours 100	
Mathematics Paper – I (Algebra, Set Language, Mensuration, Applied Mathematics, Graphs and Computer Science)	2 ½ Hours 100	200
Mathematics Paper – II (Geometry, Trigonometry, Analytical Geometry, Practical Geometry and Statistics)	2 ½ Hours 100	
Science (Theory) Paper – I (Physics and Chemistry)	2 ½ Hours 100	300
Practical-Physics	1 ½ Hours 25 50	
Chemistry	1 ½ Hours 25	
Science (Theory) Paper – II (Botany and Zoology)	2 ½ Hours 100	
Practical-Botany	1 ½ Hours 25 50	
Zoology	1 ½ Hours 25	
History and Civics	2 ½ Hours 100	200
Geography	2 ½ Hours 100	200
TOTAL		1100

Second language shall be taught in the following Media only :-

Tamil, Hindi, Telugu, French, Malayalam, Urdu, Sanskrit, Arabic, German and Kannada.

166. HOLDING THE EXAMINATION

i. There shall be a Government Examination at the end of X year Course in March/April and also supplementary Examinations in September / October every year or otherwise notified by the Director.

ii. Notwithstanding anything containing in clause (i) above, the Board/Government may,--

(a) Hold the examination during such other period of the year and on such dates and time as it may fix or

(b) Hold a special Examination or re-examination in all or any of the subjects when so required on such dates and time as may be fixed by the Director.

MODEL OF EXAMINATION

Candidates for the examination shall be examined by means of—

1. Written Examination
2. Practical Examination as prescribed in the course of study and the Scheme of Examination.

167. ELIGIBILITY FOR ADMISSION OF PUPIL CANDIDATES TO THE GOVERNMENT EXAMINATIONS

1. According to the Supreme Court Judgment in Civil Appeal No.1761-62 of 1991, dated 8th April 1991 and as per G.O.Ms.No.441 and 442 Education, dated 12th April 1971, no institution which does not enjoy recognition shall be permitted to present students for writing the Public Examination conducted by the Directorate Government Examination, Madras.

2 At the end of the course in the X Standard in a Matriculation School and by the first week of September at the latest, the Head of the Institution shall forward to the Member Secretary of the Board of Matriculation Examination a list, in a prescribed form, of his pupils who will be appearing for the Public Examination conducted by the Board and who are in his opinion eligible to appear for the Matriculation Examination. Those candidates found in the list forwarded by the Head of the Institution are eligible for admission and deemed to have applied for appearing for the Matriculation Examination only subsequently their names included in the Nominal Roll also.

Any candidate who applies for the Matriculation Examination in the above said manner should appear for all the subjects in their first sitting.

2 Candidates appearing for the Matriculation Examination should have attained the age of 14 years on the first day of the month in which the examination is held.

3 The fee for admission to the examination shall be Rs.100 for each candidate and the fee due in respect of all the candidates presented by the school should be remitted into the treasury and the treasury receipt attached to the list referred to in (1) above.

168. PRESENTATION OF PUPIL CANDIDATES FOR THE GOVERNMENT EXAMINATIONS

The Heads of Matriculation Schools should submit a list of candidates separately for pupil candidates and supplementary candidates to be presented at the Matriculation Examinations ordinarily to be held in March/April in the prescribed form known as "NOMINAL ROLL" to the Department of Government Examinations, Madras-6, within the prescribed date as may be notified to all the Heads of Matriculation Schools.

Detailed instructions for the preparation of the Nominal Roll and Remittance of Examination fees are issued annually in the form of Notice to all the Heads of Institutions presenting candidates some time in July/August. The Heads of Institutions should scrupulously follow those instructions while preparing the Nominal Roll, etc.

Failure to follow these instructions by the staff of the Matriculation School, including the Head of the institution will render them liable for debarring from any remunerative work connected with the conduct of Government Examinations, under the control of the Department of Government Examinations.

169. SUPPLEMENTAL EXAMINATION

A supplemental examination shall be held in September/October every year for the benefit of the candidates who are not successful at the preceding March Examination or previous examinations. Regular candidates who fulfill all the requisite conditions such as attendance in Theory and practical classes, etc., but could not appear for the Government Examination for reasons beyond their control may be permitted to appear for the subsequent examinations as detained Private Candidates on production of a certificate from the Headmaster concerned to that effect. Such candidates should pay the examination fee whether or not they have paid it previously.

As per G.O. Ms.No.1683, dated 17th December 1990, application from the failed candidates of Matriculation Examination is entertained directly by the Additional Secretary to the Director of Government Examinations.

Private candidates should apply in the prescribed form which can be had from the Directorate of Government Examinations, Madras-6 enclosing the fee receipt and xerox copy of the certificates of previous appearance in respect of candidates once appeared through schools and failed and a certificate from the Head of the Institution in respect of detained candidates who have undergone X year of School study in a recognized Matriculation High School and satisfied all other conditions prescribed for regular candidates but could not appear for the examination due to some reason or other.

170. EXAMINATION FEES

The fee for admission to the examination shall be as follows for each candidate and fees due in respect of all the candidates presented by the School should be remitted into the Treasury and the Treasury Receipt attached to the list referred to in paragraph 1 under the eligibility of admission of pupil candidates.

To appear for all subjects - Rs.100/-

To appear compartmentally - Rs.50/- per subject
(G.O.Ms.No. 240, Education (V-I), dated 1st March 1991)

Exemption from payment of examination fees-- Blind candidates are exempted from payment of the prescribed examination fees provided they produce a Medical Certificate from a Registered Medical Practitioner to the effect that--

- 1 He/She is suffering from total blindness
- 2 He/She cannot read and write and
- 3 The appointment of a scribe to assist the candidate in answering the examination is absolutely necessary.

But in respect of inmates of the blind schools it would suffice if the head of the blind school concerned certifies to the effect that--

- 1 the pupils are inmates of the school
- 2 the pupils are maintained at State expenditure either directly or indirectly.
- 3 They are so poor as to deserve the concession

The rate is liable for revision at any time as may be decided by the Government.

The fee for the issue of computerized tabulated mark list is Rs.50 for each school, which shall be met from school Amenity fund or Stationery/Examination fee fund without being collected from students.

(G.O.Ms.No.219, Education VI, dated 26th February 1991)

171. ELIGIBILITY FOR A PASS

A candidate shall be declared to have passed the Matriculation (X Standard) Examination, Tamil Nadu if he/she obtained not less than thirty five percent of marks in each one of the five subjects and their pass shall be classified as follows:-

Percentage of Marks	Aggregate Total Marks	Class in which placed
1. 60 percent and above	660 to 1,100	First Class
2. 50 percent and above; below 60 percent	550 to 659	Second Class
3. 35 percent and above; below 50 percent	385 to 549	Third Class

A candidate may pass the whole examination by passing all the subjects prescribed in one session or at the different sessions under compartmental system.

172. SUPPLEMENTARY CERTIFICATE-PROVISION FOR IMPROVEMENT

If a pupil wishes to improve the certificate already awarded to him/her in one or more subjects already brought up may appear any number of time at succeeding examinations conducted by the Board in any subject or subjects in which the examination is held.

173. PENALTIES

1 a. Where evidence is laid before the Director of Government Examinations, showing that any person to whom a certificate has been or is proposed to be given under the rules, is found guilty of malpractice at the Matriculation Examination or convicted by a court of law or what is in his opinion, a serious offence or that any person to whom a certificate has been given has himself/herself or on his/her behalf if made erasures or unauthorized or fraudulent alterations in the certificates or possessed with bogus certificates obtained by illegal means, the Director of Government Examinations may hold the holder of the certificates responsible and cancel or withdraw or suspend the certificate with the regard to the offence.

b. If the Director of Matriculation School, cancelled or withheld or suspended Transfer Certificate with due regard to the offence, the Matriculation Examination mark certificate issued by the Department of Government Examinations possessed by the individual will also be automatically cancelled or withheld or suspended for the same period(s) as in the case of Transfer Certificate.

174. PROVISION FOR RESCRUTINY OF VALUED SCRIPTS

PAYMENT OF PRESCRIBED FEE

After the receipt of Matriculation Certificate it is open to a candidate to apply for retotalling of marks in one or more subjects in which he/she has a doubt regarding the performance. The request should be made in the prescribed form with a fee as mentioned below as per G.O.R.No.1752, Education, dated 9th November 1987:-

Rs.100 for each subject (including both the papers)

Paper-I and Paper-II

The rate is liable for revision at any time as may be decided by the Government.

175. ISSUE OF DUPLICATE/ TRIPPLICATE COPY OF CERTIFICATE

I. The following instructions are issued for the preparation and issue of duplicate copies of Matriculation Computer mark certificates in cases where the loss of originals has been satisfactorily accounted for.

The fee for the issue of duplicate copy of Matriculation certificate shall be as follows:-

1	Fee for issue of Duplicate Certificate per session	...	Rs.100/-
2	Fee for issue of Triplicate Certificate per session	...	Rs.200/-

The rate is liable for revision at any time as may be decided by the Government.

It is very essential that the name of the candidate should be written in the application and in all certificates attached to the application as entered in the original Matriculation Certificate and as per school records failing of which will lead to unnecessary correspondence and delay in issuing the duplicate certificate.

II. The fee for the issue of duplicate certificate shall be remitted into a Government Treasury under the relevant head of account and the receipt thereof submitted to the Inspector of Matriculation Schools through the head of the Institution in which the holder of the original certificate studied last along with the application for the issue of duplicate certificate. In no case shall the headmaster/headmistress forward the application of a pupil for a duplicate certificate before satisfying himself/herself with reference to the marks of identification of the pupil and other records in his possession that the person who has applied is the one entitled to receive the certificate.

III. On receipt of the Treasury receipt accompanied by application in the prescribed form forwarded by the headmaster explaining the necessity for the duplicate certificate, the Inspector of Matriculation Schools, will if satisfied with the reasons assigned in the application issue a Notification in the Tamil Nadu Government Gazette regarding the loss of original certificate of the pupil.

III. The Inspector of Matriculation Schools after the publication of the notification in the Tamil Nadu Government Gazette will send a proposal for the issue of duplicate copy of Matriculation certificate duly furnishing the particulars of the pupil who has applied for the issue of duplicate copy of certificate to the Additional Secretary to the Director of Government Examinations, Madras in the proforma prescribed along with the Treasury Receipt and with a copy of loss of original certificate Notification published in the Tamil Nadu Government Gazette duly recorded there on the date of publication.

It is very essential that the name of the candidate should be written in the application and in all certificates attached to the application as entered in the original certificate and as per School Records failing of which will lead to unnecessary correspondence and delay in issuing of Duplicate Certificate.

IV. On receipt of proforma with the particulars of the pupil who has applied for the issue of copy of Duplicate Matriculation Certificate through the Inspector of Matriculation Schools with his recommendation, the Additional Secretary to the Director of Government Examination, Chennai will verify the particulars of the pupil with Examination Tabulated Mark Registers kept in his office and will prepare a copy of Matriculation Certificate affixing his signature and send it to the Headmaster/Headmistress of the school concerned for handing it over to the holder of the original under intimation to the pupil and Inspector of Matriculation Schools concerned.

176. ISSUE OF CERTIFIED EXTRACT OF MARKS AND EXTRACT OF DATE OF BIRTH

The rate of fees for the issue of certified copy of marks and certified Extract of date of birth shall be of Rs.50/- for each.

The fee mentioned above may be paid in the shape of crossed Indian Postal Orders.

177. Matriculation Examination For Private Candidates

- | | | | |
|---|---|---|--|
| 1 | Eligibility | : | Candidates once appeared through Schools are eligible to apply as a private candidate. |
| 2 | Syllabus and Text Books | : | Books published by Tamil Nadu Text Book Corporation based on the syllabus prescribed by Directorate of Matriculation Schools. |
| 3 | Fees | : | { Exam Fee (For each subjects)Rs.100-
Registration Fee Rs. 10-
Mark Certificate Fee Rs. 20-
Service Charge Rs. 5-
For each application |
| 4 | Enclosures to Application | : | 1 Fees – (D.D/Chalan)
2 Xerox copy of Old Mark Certificate
3 Self Addressed (Rs.10/-)
Stamped Covers – 2 |
| 5 | Submission of Application | : | Should be Submitted to Additional Secretary (Matric), Directorate of Government Exams, College Road, Chennai-600 006. |
| 6 | Distribution of Hall Tickets and Time-Table | : | Time-Table Notification will be published in dailies and broadcast in Radio/Telecast in Television. Hall Ticket Distribution centers will be intimated to the candidates by post. |
| 7 | Release of Results | : | Results will be released through internet |
| 8 | Distribution of Mark Certificate | : | Candidates should collect the Mark Certificates in person from the respective examination centres on the dates prescribed by Director of Government Examinations and announced in dailies. |

178. Anglo-Indian Examination

- | | | | |
|---|---------------------------|---|--|
| 1 | Eligibility | : | Candidates once appeared through Schools are eligible to apply as a private candidate. |
| 2 | Syllabus and Text Books | : | Syllabus prescribed by Directorate of School Education |
| 3 | Fees | : | { Exam Fee (For each subjects)Rs. 50-
Registration Fee Rs. 10-
Mark Certificate Fee Rs. 20-
Service Charge Rs. 5-
For each application |
| 4 | Enclosures to Application | : | 1 Fees – (D.D/Chalan) |

			2 Xerox copy of Old Mark Certificate
			3 Two Self Addressed Stamped Covers
			i. Rs.10/- Stamp affixed
			ii. Rs.30/- Stamp affixed
5	Submission of Application	:	Applications Should be Submitted to Additional Secretary (Matric), Directorate of Government Exams, College Road, Chennai-600 006.
7	Distribution of Hall Tickets and Time-Table	:	Exam Time-Table will be notified in dailies and broadcast in Radio/ Television. Hall Tickets will be sent to the candidates by post.
7	Release of Results	:	Results will be released through internet
8	Distribution of Mark Certificates	:	Mark Certificates will be sent by Registered post to the postal address mentioned by the candidates in their application.

**179. EIGHTH STANDARD PUBLIC EXAMINATION-PRIVATE STUDY
(Conducted yearly once in the month of December)**

1	Procedure for Admission	:	Application forms to be filled and submitted at the Regional Offices of this Department after the release of Notification.
2	Fees	:	Rs.135/- in form of Treasury Challan remitted for mofussil candidates in form of Demand Draft for Chennai City Candidates.
3	Enclosures to application	:	1 Evidence for Date of Birth (121/2 years completed on 1 st of Dec. 2 Examination fee Challan (or) DD
4	Submission of application	:	To be submitted at the respective Regional Offices as notified.
5	Distribution of Hall Tickets and Time-Table	:	Hall Ticket and time-table will be sent to the candidates one week before the examination by post from regional offices.
6	Release of Results	:	Result will be released after two months
7	Distribution of Certificates	:	Mark Certificates will be sent to the candidate's residence by Registered post from the Regional Office.

180. EIGHTH STD. PUBLIC EXAMINATION-PRIVATE STUDY

ISSUE OF DUPLICATE CERTIFICATE

1	Procedure for applying	Candidate can obtain application from this department and can apply directly to this office.
(Name / Regn. No. & section and Date of Birth must be stated clearly)		
2	Fees	Rs.105/- (in Total)
3	Mode of Remittance	Fees amount must be remitted to Govt. Treasury vide challan form enclosed with application
4	Enclosures with Application	1 Original Challan for remittance of fees 2 Thasildar's Certificate in Original stating that the mark certificate is lost beyond recovery (or) spoiled / burnt remains of original certificate.
5	Sub mission of Application	To be sent by Regd. Post to " Additional Secretary (ESLC) Director of Govt. Exams, Chennai-6".

181. GOVERNMENT TECHNICAL EXAMINATION

1	ELIGIBILITY (LOWER)	:	A PASS IN EIGHTH STANDARD
2	ELIGIBILITY (HIGHER)	:	A PASS IN LOWER GRADE (OR) A PASS IN SSLC For Private Candidates & SSLC FAIL OR PASS FOR REGULAR SCHOOL PUPILS.
3	PROCEDURE FOR ADMISSION	:	AFTER PUBLICATION OF NOTIFICATION CALLING FOR APPLICATIONS FROM ELIGIBLE CANDIDATES
4	FEES	:	LOWER Rs.37/- HIGHER Rs. 47/- EXCEPT DANCING DANCING LOWER Rs.42/- DANCING HIGHER Rs.57/-
5	ENCLOSURES TO APPLICATION		PROOF FOR EDUCATIONAL QUALIFICATIONS & FEE PAID CHALLAN
6	SUBMISSION OF APPLICATION	:	DIRECT TO HEAD OFFICE ADDRESSED TO ADDITIONAL SECRETARY (TECHNICAL) OFFICE OF THE DIRECTORATE OF GOVERNMENT EXAMINATIONS, CHENNAI- 600006.
7	DISTRIBUTIONS OF HALL TICKETS AND TIME-TABLE	:	BY POST
8	RELEASE OF RESULTS	:	INTIMATED DIRECTLY TO CANDIDATES BY POST
9	DISTRIBUTION OF CERTIFICATES :		THROUGH REGISTERED POST

182. HIGHER SECONDARY EXAMINATION - PUPIL CANDIDATES

Higher Secondary Examination for **Pupil Candidates** is conducted during the month of March every year.

1 ELIGIBILITY :

- | | | | |
|----|------------------------|---|--|
| a. | Academic Qualification | : | A Pass in SSLC or equivalent |
| b. | Age | : | Should have attained the age of
16 plus on the 31 st July of the
calendar year in which the
examination is held. |
| c. | Course Completion | : | Should have completed two
years of study in a recognised
Higher Secondary School |

2 SYLLABUS AND TEXT BOOKS :

The Syllabus and Text Books are prescribed by the Director of School Education for 12th Standard (State Board)

SUBJECTS	DURATION OF THE EXAMINATION
Language Part I ***	3 Hours
Language Part II English	3 Hours
Part III-4 subjects	3 Hours
Any 4 subjects classified for Different Group Codes	3 Hours (Except Typewriting)
(Under General & Vocational Stream)	2 Hours for Typewriting
*** Permitted Languages Under Part-I : Tamil, Hindi, Kannada, Telugu, Malayalam, Urdu, Gujarati, Sanskrit, Arabic, Persian, French, and German & Latin.	
Part III-Advanced Languages-all languages including English	3 Hours

Permitted medium for non-language subjects : Tamil, Telugu, and Malayalam. Kannada, Urdu & English.

However Question papers will be supplied only in Tamil and English

Maximum marks prescribed	Minimum for pass
200 marks for each subject	70 marks
For subjects involving Practical:	
Theory - 150 Marks	Theory 40/150
Practical - 50 Marks	Practical 30/50

Candidates securing 70 marks each in all the six subjects (even compartmentally) are eligible for higher studies.

3 FEES / MODE OF REMITTANCE :

For groups involving subjects with Practicals: $200+25^*=$ Rs.225/-

For groups involving Subjects without practicals $150+25^* =$ Rs.175/-

Rs.25-Rs.20/- Mark Certificate Fee

Rs. 5/- Service charge

Students belonging to SC, ST categories are totally exempted from Exam Fees.

Students belonging to MBC & OB category whose parental income is less than Rs.50,000/- p.a. are exempted from the payment of Exam Fees.

4 ENCLOSURES TO APPLICATION :

Nominal Roll Submitted by the Head of Institution along with Fee Remittance Particulars.

5 SUBMISSION OF APPLICATION

The Heads of Institutions should submit the nominal Roll to Chief Educational Officer concerned, on the dates prescribed by Director of Government Examinations.

6 DISTRIBUTION OF HALL TICKETS & TIME-TABLE

Headmaster concerned will issue identity card to individual student. Timetable copies will be issued to schools through Chief Educational Officer concerned. Register Nos. will be assigned in Nominal Roll and sent to School before the commencement of Practical Examination.

7 RELEASE OF RESULTS

Results of Examination shall be announced during third week of May in dailies as well as in Internet along with marks.

8 DISTRIBUTION OF CERTIFICATES

Mark Certificates shall be distributed through their relevant examination centres within a week after the publication of results.

183. HIGHER SECONDARY EXAMINATION-PRIVATE CANDIDATES

1 ELIGIBILITY

After issue of Notification by this Department in dailies, Higher Secondary Examination for Private candidates shall be held during March/September every year. For those candidates who have failed in one or two subjects (H type) Special Supplementary Examination is being conducted during June/July every year. Candidates applying for Higher Secondary Examination are classified under three categories as detailed below :

Type of Candidates	Eligibility to apply
Regular Private Candidates (H)	Candidates who have once registered for the earlier session of Higher Secondary Examination and failed or absented may apply in the same group. They should apply in the "H" type application form duly furnishing the particulars required enclosing the Xerox copy of the previous appearance mark certificate, duly attested by the Headmaster of the School in which the candidate had studied and Challan / Demand Draft for the fees remitted.
Direct Private Candidates (HP)	Candidates who have appeared for the SSLC Public Examination and declared eligible for admission to University Courses of study or who have secured 35% of marks in each of the subjects prescribed for the SSLC Public Examination (X or XI) or who have passed any other examination which will be equivalent to SSLC Examination in Tamil Nadu or other State Boards are eligible to apply; provided i. They must have a minimum of two years gap from the year of passing SSLC Examination or equivalent Examination and

	<p>ii. They should have completed 16 years of age on the 1st day of April of the year in which the Exam is held. Candidates can appear only for the subjects not involving practical under General Education.</p> <p>iii. Candidates who have passed their SSLC Examination in other states and wish to apply for Higher Secondary Examination in Tamil Nadu as direct private candidate (HP Category) should obtain a Migration certificate also from their Education Board and enclose it along with the application. Such Candidates should offer only in the subjects and medium permissible by the Government of Tamil Nadu.</p> <p>No Transfer Certificate will be issued along with the Mark Certificate to Direct Private Candidates and no other claim regarding T.C. will be entertained.</p> <p>They should apply in the 'HP' type application or duly furnishing the particulars required enclosing their original SSLC Mark Certificate(s) or equivalent Certificate(s) possessed by them in proof of their eligibility and the Challan / Demand Draft for the examination fees remitted.</p>
Improvement Scheme (HI)	<p>Candidates who have already passed the HSE in all the six subjects and want to improve their marks obtained earlier should apply in the HI application form. These candidates should write the Examination subject to the following conditions.</p> <p>a. As per the revised system candidates should necessarily appear in all the six subjects (Part I language, Part II English and 4 optional subject Under Part III)</p> <p>b. The marks secured by the candidates in the improvement Examination alone will be taken into account for admission to higher course of study.</p> <p>c. They should enclose their original HSE Mark Certificate and Challan / Demand Draft for having remitted examination fees along with the application. The application without Higher Secondary Examination Mark Certificate in original will be rejected.</p>

For the candidates appearing for the examination under the improvement scheme the original Mark Certificate of earlier examinations submitted by the candidate along with the application will be cancelled and the Improvement Mark Certificate alone will be issued to them.

2 SYLLABUS AND TEXT BOOKS :

The syllabus and Text Books is the same as followed in regular schools (State Board) for the 12th Std. (Same as that for pupil candidates). HP candidates can apply for any one of the combinations of subjects under Part III.

HIGHER SECONDARY EXAMINATION

GENERAL GROUPS WITHOUT PRACTICALS FOR DIRECT PRIVATE APPEARANCE

(Group of subjects once opted cannot be changed)
(A few examples of Group No. and Subject under Part III)

544	Economics	Commerce	Accountancy	Business Mathematics
611	Maths	Home Science	History	Adv. Language
613	Maths	History	Economics	Adv. Language
614	Maths	History	Political Science	Adv. Language
616	Maths	History	Commerce	Adv. Language
617	Maths	History	Accountancy	Adv. Language
622	Maths	Economics	Commerce	Accountancy
623	Maths	Political Science	Commerce	Accountancy
624	Maths	Commerce	Accountancy	Logic
627	Home Science	History	Economics	Adv. Language
644	History	Economics	Political Science	Adv. Language
645	History	Economics	Sociology	Adv. Language
646	History	Economics	Commerce	Accountancy
647	History	Economics	Commerce	Adv. Language
648	History	Economics	Accountancy	Adv. Language
649	History	Economics	Psychology	Adv. Language
651	History	Economics	Ethics & Indian Culture	Adv. Language
663	History	Commerce	Accountancy	Adv. Language
673	Economics	Commerce	Accountancy	Logic
674	Economics	Commerce	Accountancy	Adv. Language
677	History	Economics	Commerce	Ethics & Indian Culture
679	History	Economics	Political Science	Sociology
680	History	Economics	Political Science	Ethics & Indian Culture
681	History	Economics	Logic	Psychology
682	Political Science	Sociology	Logic	Psychology
683	Economics	Political Science	Commerce	Accountancy
685	History	Economics	Political Science	Psychology
687	Home Science	History	Economics	Sociology
689	Home Science	History	Economics	Political Science

3 PROCEDURE FOR ADMISSION

Every year blank application forms are distributed in the first week of December for March session and 3rd week of July for September session. For candidates who have failed in 1 or 2 subjects, Special Supplementary Examination will be conducted during June/July every year for which applications are issued during last week of May.

Blank application forms can be had from

- 1 Directorate of Government Examinations, Chennai-6
- 2 Office of the Chief Educational Officers
- 3 Office of the District Educational Officers
- 4 Office of the Joint Director (Education), Pondicherry
- 5 Officer of the Regional Deputy Director of Govt. Examinations, Tirunelveli, Madurai, Coimbatore, Trichy, Cuddalore and Vellore.
Application format in the WEBSITE can also be downloaded and used.

(4) EXAMINATION FEES

Regular Private Candidates ' H'	All subjects (involving practicals)	200 + 35*
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type	All Subjects (without Practicals)	150 + 35*
	Under Compartmental System For each subject with or without Practical	50 + 35*
Direct Private Candidates ' H' type	For all subjects	150 + 35*
Improvement Scheme ' HI' type	Rs. 600 + 35*	

*

1	Registration Fee	-	Rs.10/-
2	Mark Certificate Fee	-	Rs.20/-
3	Service Charge	-	Rs. 5/-

			Rs.35/-

Direct Private candidates who had failed in language Part I & II under old syllabus (Prior to March 1997) and opt for existing New syllabus should remit additionally Rs.2/- for conducting Aural-Oral Skill Test in Paper II in Languages Part I & Part II.

REMITTANCE OF EXAMINATION FEE

- a. Private candidates from Mofussil area should remit the examination fee under the relevant head of accounts into the Treasuries/Sub Treasuries.
- b. Private candidates from Chennai City should obtain Demand Draft from any one of the branches of State Bank of India or from any one of the Nationalised Banks, Chennai, favouring the "Additional Secretary to Director of Government Examinations (Higher Secondary) Chennai-6". No other mode of payment will be accepted. On the reverse side of the Demand Draft, candidates should write their full name and address without fail. Further the candidates should write the Demand Draft Number date and Name of the Bank in the relevant column of the application without fail.

NOTE : Application received with India Postal Orders will summarily be rejected.

5 ENCLOSURES TO APPLICATION

"H" Type	:	1	Application Form
		2	Xerox copy of the Previous appearance Mark Certificate duly attested by Head Master of School in which candidate had studied.
		3	Challan / DD for fees remitted
"HP" Type	:	1	Filled in Application Form
		2	Original SSLC (or) Equivalence Certificate
		3	Challan / DD for fees remitted
"HP Type	:	1	Filled in Application Form
		2	Challan / DD for fees remitted
		3	Original HSE Mark Certificate

ATTESTATION OF PHOTO & OTHER DOCUMENTS

“H” & HI Type : Attestation to be done only by the Headmasters/Headmistress of the school where the candidate has studied last.

“HP” Type : Attestation to be done only by the Headmasters/Headmistress of the school where the candidate has studied last or Headmaster of near by High/Higher Secondary School close to his place of residence who has personal knowledge of the candidate.

Applications attested by Gazetted Officers other than the headmasters will summarily be rejected.

6. SUBMISSION OF APPLICATION

Filled in application should be submitted in the box provided in the above office of the Regional Deputy Director of Government Exam (or) sent by Registered Post with acknowledgement due on or before the date prescribed by Director of Government Examination, Chennai-6.

7. DISTRIBUTION OF HALL TICKETS & TIME-TABLE :

Hall Ticket shall be sent to Exam centre cum Hall Ticket Distribution centre along with Timetable copies 15 days before the commencement of Examination. These Hall Tickets will be distributed on 3 subsequent days as follows.

For candidates whose names start with alphabets

‘A’ to ‘J’ - 1st day

‘K’ to ‘T’ - 2nd day

‘U’ to ‘Z’ - 3rd day

8. RELEASE OF RESULTS :

Results of Private candidate along with marks are released in web site one or two days after publication of results of school candidates.

9. DISTRIBUTION OF CERTIFICATES

Mark Certificates are distributed through the respective exam cum hall ticket distribution centres one week after publication of results on 2 subsequent days.

For Alphabets A to M - 1st day
N to Z - 2nd day

While receiving the hall tickets the candidate should give a self addressed Rs.30/- stamp affixed envelope at the exam centre so as to send the certificate by registered post to their residential address in case they fail to collect the same in person.

184. Special Features

From Higher Secondary Exam, March 2001 onwards, Xerox copies of Answer Scripts in 4 subjects namely Physics, Chemistry, Biology and Mathematics are being issued to candidates and revaluation of the same being permitted, besides retotalling in all subjects.

Fees

Cost of Xerox copy application : Rs.20/-

For each and every subject separate application should be submitted.

Fee for issue of Xerox copy : Rs.55/-
(Rs.50/- + Rs.5/- Service Charge
of each subject)

Fee for revaluation of each subject: Rs.405/-
(Rs.5/- Service Charge)

Fee for retotalling :

Subjects Comprising one paper : Rs.125 + 5/-

Subjects Comprising two papers : Rs.200 + 5/-

Issue of Xerox copy of Answer Scripts

With a view to bring transparency in the evaluation system, from the Higher Secondary Examination held in March 2001 onwards, Xerox copy of answer scripts are given to students in four subjects namely Physics, Chemistry, Biology & Maths, which are vital for the students who seek admission to professional courses of study. In addition to this, revaluation is also permitted in the above-mentioned four subjects. A three-member committee of subject experts revalues the scripts. Any increase or decrease in marks on revaluation up to 3 is ignored after revaluation is effected in both ways. This system had ensured not only transparency in the evaluation methods adopted but also bring into focus the accountability of teachers.

1	Fee for issue of xerox copy of Answer Scripts	: Rs.50 + 5/- (Service Charge) = Rs.55/-
2	Fee for evaluation	: Rs.400 + 5/- (Service Charge) = Rs.405/-

Only those candidates, who apply for xerox copy of answer scripts are permitted to apply for revaluation.

Mode of Remittance

Candidates other than Chennai City may remit the prescribed fee under the following Head of Account through challan in Treasury/ Sub-treasury.

ISSUE OF XEROX COPY	FOR REVALUATION
0202 Edn. Sports Arts and Culture	0202 Edn. Sports Arts and Culture
01 General Education	01 General Education
102 Secondary Education	102 Secondary Education
AA Examinations conducted by Director of Government Examinations	AA Examinations conducted by Director of Government Examinations
07 Fees for the issue of Xerox copies of answer scripts DPC 0202-01-A102-AA0705-	Fee for Revaluation

08 other items
3 Service Charges
0202-01-102-AA-0807

DPC 0202-01-102-AA-0603
3 Service Charges
0202-01-102-AA-0807

Candidates in Chennai City should remit the prescribed fee in the form of DD drawn in favour of "Additional Secretary (Higher Secondary) to Director of Government Examinations, Chennai-6.

Measure of Transparency / Retotalling

Candidates are permitted to apply for retotalling of all subjects within the dates prescribed by this department after the publication of results.

FEE

For each Subject : Rs.125 +5 (Service Charge)
For Subjects comprising two papers : Rs.200+5 (Service Charge)

Issue of Consolidated Mark Sheet

Candidates who complete their S.S.L.C. or Higher Secondary Examinations on compartmental system in various appearance shall be provided with a consolidated mark sheet on remittance of a prescribed fee fixed by the Director of Government Examination under the authority of the government from time to time. In such cases all original mark sheets previously issued for each sitting shall be surrendered.

CHAPTER XIII

HIGHER SECONDARY EDUCATION

185. Consistent with the National Policy on Education the Government of Tamilnadu restructured the system of General Education with effect from 1-7-1978 and introduced the 10+2+3 pattern of Education replacing the 11+1+3 pattern. Consequently the one year Pre-university course has been delinked from the University programme and located in select High Schools as the elongated course of 2 years duration known as Higher Secondary Course. Under this system SSLC Public Exam is held at the end of standard X and Higher Secondary Public Exam is held at the end of standard XII.

The salient feature of the new pattern is that the curricular syllabus for the Higher Secondary Course has been drawn, different from that of the High school to provide a suitable link with the University programme to facilitate vertical mobility of students. The new system also provides for Vocational Education to meet the demands for middle level categories and to enable the students to be self supporting and also to reduce the pressure for admission to the Higher level Professional & Technical courses. So, the Higher Secondary Course has been divided into two main streams, namely, Part A Academic Course and Part B Vocational Course

186. ACADEMIC COURSE

The languages and optional subjects to be offered are as follows.

Part I - Anyone of the following 13 languages.

1. Tamil
2. Hindi
3. Kannada
4. Telugu
5. Malayalam
6. Urdu
7. Gujarathi
8. Sanskrit
9. Arabic
10. Persian
11. French
12. German
- and 13. Latin.

Part II – English

Part III – Any four of the following subjects and languages at advanced level to be offered in each group and the combination of subjects and/or languages in each group approved for adoption in schools are governed by the instructions issued by the Director concerned from time to time.

1.Maths 2.Physics, 3.Chemistry, 4.Botany 5. Zoology 6. Biology 7. Computer Science 8. History 9. Geography 10. Economics 11. Commerce 12. Accountancy 13. Business Maths 14. Home Science 15. Political Science 16. Sociology 17. Logic 18. Psychology 19. Ethics and Indian Culture 20. Advanced Language in 14 languages mentioned above (13+English)

Part B – VOCATIONAL COURSE

Part I & Part II - Same as for academic course

Part III – One vocational subject and one of the optional subjects of the Academic course related to the vocational course as prescribed in the Syllabus

The allocation of periods per week will be as follows:

Part I – Language – 4 periods

Part II – Language – 5 periods

Part III – Academic course – 7 periods for an optional subject. Where the optional subject includes practical, 2 periods of practical classes will be treated as equal to one period of Theory.

Physical education – 2 periods

Moral Instruction – 1 period

Part III – Vocational course.

One related subject – 7 periods

Vocational subject - 21 periods for Theory & Practical.

187. Unlike Matriculation and Anglo Indian Schools where the medium of instruction is English, in ordinary Higher Secondary Schools the medium of instruction will be Tamil or the mother tongue of the students, if there is viable minimum strength in each group. English medium classes will be permitted according to needs. English medium classes will be permitted only as an addition to Tamil medium.

188. It will be free education for all who study through the medium of their mother tongue linguistic minorities who join English medium classes for want of their medium for study through their mother tongue will also be given free education. Others have to pay the tuition fee prescribed by the Government from time to time for study through English medium.

189. Candidates who have passed the SSLC Public Exam under the 10+2+3 pattern either in one sitting or under compartmental system or after private study are eligible for admission to std XI (first year Higher Secondary Course). No new admission will be made in std XII (second year course). However candidates from different systems or from other States will be admitted in std XI or XII according to the class to which they are found fit after evaluating their certificates.

190. Candidates should have completed the age of 15 and 16 respectively as on 31st July of the year of admission for admission to standards XI and XII. Candidates who have failed in std XII will not be permitted to continue regular school course for the second year. Candidates who have failed in std XI will be permitted to continue their course.

191. Change of groups or course in std XI is not permissible. The viable minimum strength in each group will be 15 and each class will offer two groups. The maximum for each class will be 50 students. In vocational courses, the viable minimum strength will be 10 with a maximum of 30.

192. The style of functioning of the Higher Secondary Classes will be a mix of the system followed in the colleges with the system followed in Schools. For example, for teaching

languages combined classes will be conducted for students in each standard belonging to different groups and courses and similarly for the students offering subjects involving practicals wherein some will be in the labs while the rest will be attending theory classes.

For teaching the Higher Secondary Classes of the academic courses possession of Post Graduate degree in the relevant subject or language has been prescribed as the essential qualification in addition to a degree in teaching. For teaching vocational subjects only part time instructors at the rate of two per subject are allowed.

APPENDIX-1
Chapter III Rule 12.1
Application for Recognition

PARTICULARS FOR OPENING OF NEW HIGH SCHOOL

- | | | |
|----|--|---|
| 1 | Name of the Center (in Block Letters) where the High School is proposed to be opened. | : |
| 2 | Revenue District, Taluk, Name of Block & Educational District, Post Office. | : |
| 3 | Agency proposing opening of the school, whether a registered body, if so the details may be furnished | : |
| 4 | Standards proposed to be opened | : |
| 5 | Whether the centre where the School is to be opened lies in | : |
| | a. Municipal Corporation | : |
| | b. Municipality | : |
| | c. Panchayat Union | : |
| | d. Township | : |
| 6 | a. Population of the centre (Males and Females: should be furnished separately) | : |
| | b. The population of the rural area outside proposed locality from which pupils are likely to be drawn to the proposed school should be furnished separately | : |
| | c. In this case the names of the villages population, the distances to the centre should be furnished. | : |
| 7. | Population of children under the age group 14-17, in the centre unit (Boys and Girls should be furnished) | : |
| 8 | Names of primary schools-lower or middle within a radius of 8 Km from the centre including the center with the strength | : |
| 9 | Opinion of the Assistant Educational Officer and District Educational Officer concerned for the opening of the proposed High School about the object of any, from the middle | : |

school should be furnished.

- 6 Information regarding the existing High Schools: in the centre i.e. Taluk headquarters, town of all High and Middle Schools in the town in a Map.
- 11 a. If it is a Municipality all Schools in the municipal limits (high and middle with their distances to the proposed centre should be furnished) :
- b. If the centre lies in a Panchayat Union Block, the names of all the Schools (High and Middle) in the entire block together with their distances from the proposed centre should be furnished. :
- c. If there are no high schools in a centre the name and distances of the nearest high school to the centre should be furnished :
- 12 Whether the other High schools in the unit were consulted as to whether they have any objection for the proposal If so, the reasons or objections therefore, enclosing the letter in original. :
- 13 The number of boys and girls came out of the latest March SSLC Public Examination from each of the High Schools in the area. :
- 14 Natural barriers in between if any the existing High schools and the proposed centre in the unit If so, the same may be explained with full details and rough sketch plan enclosed. :
- 15 Whether the proposal is for opening a new School or upgrading of middle school in to High School. :
- 16 Whether similar proposal came up for consideration, in the previous year, if so, the No. and date and the Nature of final orders passed on it. :
- 17 Whether the proposed High School will create healthy rivalry in the field of education in the centre. :
- 18 Details of the accommodation proposed to be provided for the proposed High School :
- a. Is it ready? :
- b. A rough sketch showing the accommodation: proposed with the dimensions of class room etc., duly marked :

- c. Whether the building proposed is pucca, thatched or tiled and own or rented or rent free. :
- 19 Whether the agency is registered if so what extent :
- 20 Whether the sponsors are prepared to create in and owned of Rs.1,00,000/- in the name of the schools with absolute right and without any reversionary right to the donor. :
- 21 Whether the agency has any fund each in deposit to meet the recurring incidental charges to start and run the school. :
- 22 Was there secondary schools in the locality at any time previously and closely, if so, details as to the reasons that lead to the closure of the school to be furnished. :
- 23 How the secondary education needs of the area is met at present :
- 24 A rough sketch of centre where the school is proposed to be opened specifying, :
- a. The locality where the schools is proposed to be opened. :
- b. Middle schools in the centre with their distances duly marked. :
- c. Natural barriers if any in between the institutions clearly specified. :
- d. High Schools in the centre with their distances duly marked. :
- 25 Number of children belonging to the centre not attending High school situated outside the unit with adequate therefore. :
- 26 Number of pupil expected to join in each standards of the proposed school if opened :
- 27 Number of children belonging to the centre now under instruction in the other High school in the centre school campus. :
- 28 Number of children that are expected to be drawn to the proposed school from the rural areas very close to the proposed schools in the centre. :
- 29 General remarks and proposals of the management to fulfil the conditions of recognition. :

APPENDIX-1-B

PROPOSAL FOR UPGRADING OF HIGH SCHOOL INTO HIGHER SECONDARY SCHOOL

- 1 Name of the High School applying for upgrading as Higher Secondary School. :
- 2 Whether Aided/Mission/Local Body/Govt. :
- 3 Name of the Panchayat Union in which the school is located and name of the Educational District. :
- 4 Name of the Higher Secondary School already upgraded in the panchayat union area :
- 5 List of Higher Secondary Schools within a radius of 8 Km. and their strength in the First Year and distance from the proposed school. :
- 6 Total strength of the proposed school :
- 7 Strength in Std. X in the school seeking for upgrading medium-wise :
- 8 Whether the management is willing to create endowment of Rs.1,00,000/- as stipulated by Govt. in respect of the Aided School, the opinion of the Headmaster and PTA may be obtained about the public contribution of Rs.2,00,000/- :
- 9 Facilities available in the proposed school :
- 10
 - a. Accommodation (with rough sketch plan drawing on plain paper) :
 - b. Laboratory (whether laboratory is well equipped should be noted) :
 - c. Library (No. of books to be noted) :
 - d. Play-ground (Area to be noted in acres) :
- 11 Other special reasons if any :
- 12 Is the locality predominantly populated by Most Backward Class, Backward Class, Scheduled Caste or Tribal people. :

APPENDIX-2

Chapter III Rule 20

Rules for preparation of dimensional sketches of School Buildings :

1. Dimensional sketches of school buildings and of additions and extensions

to such buildings shall give full information regarding the extent of superficial and cubic space of the buildings and show the exact positions of doors, windows, stairs etc. The sketches may be prepared by any competent person and shall be certified by the maker.

2. The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person preparing the same to the effect that the building is in a good state of repair.
3. Officers of Public Works Department who are required to prepare sketches shall be remunerated by the management of the school concerned according to the rates prescribed by the Executive Engineer of the Division from time to time.
4. Management of schools desiring the services of Public Works Department Officers should apply to the Executive Engineer of the Division.
5. The Executive Engineer will determine whether any, and if so, what officer can be spared for the preparation of the sketch, regard being had in every case to the standard of the institution concerned.

Note : Deleted.

APPENDIX-3

Chapter III Rule-21

Sanitation certificates for purpose of Recognition

- 1 The Health officer of Government are required to examine all schools under all managements as part of their ordinary duty for the issue of sanitary certificate for purpose of recognition. Schools under all management will be required to produce a sanitary certificate in the form prescribed by the Health Department when applying for recognition of schools under their management or any subsequent, occasions if called for.

The following officers are competent to issue these certificates :

- a. Corporations – Health Officer or Assistant Health Officer
- b. Municipalities – Health Officer-Municipal Health Officer
- c. In Municipalities where there are no health officers and in Rural areas in all Districts. – District Health officers or Assistant District Health officers or if satisfactory reasons are given Health Inspectors

Schools under private management are required to pay a fee prescribed by them for the issue of the certificate.

The management will pay the fee into Government Treasury to be credited to the relevant head of account and enclosing a challan for the amount will address the officer concerned requesting him to inspect the school for the issue of the sanitary certificate. The management will also submit a copy of this letter to the next higher authority. The officer concerned will then inspect the school and report to the next higher authority, competent to issue the certificate enclosing challan for the fee credited into the treasury.

1. In case in which the certificate is issued by the Health Officer of corporations, the fee will be credited to the corporation. In such cases the management concerned will remit the fee into the corporation treasury and enclosing the challan for the amount, will address the commissioner of the corporation requesting him to arrange for inspection of the school by the corporation Health Officer and for issue of the certificate.

2 During their tours the above officers will visit schools and report on their sanitary condition to the educational authorities concerned, but they will not be allowed to charge fees except for an inspection with a view to recognition or where additions of buildings are required to be certified.

3. The following is the form in which the sanitary officer's certificate should be submitted, necessary modifications being made when the actual conditions do not permit for the exact wording being used:

SANITARY CERTIFICATE

Sub: Schools-Sanitary Certificate issued to -----

Ref: 1. Application dated -----

2. Inspection dated -----

With reference to the above, I here by declare that the accommodation provided in -----
----- for each of the several classes for the minimum number of pupils taught
therein is properly ventilated and lighted; that the building is maintained properly that it is neat
and clean; that the latrine arrangements are adequate and satisfactory; that the supply of
drinking water is wholesome and all other aspects of sanitation is -----.

Station

Signature

Date

Designation.

APPENDIX-4

Chapter III Rule-33

Application for Admission

Admission No.

Date of Admission.

Admitted in Std.

Headmaster :

APPLICATION FOR ADMISSION UPTO X STD.

- 1 Name of the student : In Tamil
(In Block Letters) In English
- 2 Date of Birth : in figures
in words
- 3 Nationality and State :
- 4 Religion :
- 5 a. Whether he/she belongs to :
the following community
say Yes or No
 - i. Scheduled caste
 - ii. Scheduled Tribe
 - iii. Most Backward/Backward

Community/Other Community

b. Name of the Community :

6 Whether living with the parent or guardian :

7 Name of the father and occupation :
Name of the mother and occupation

Address :

8 Name of guardian :
Relationship :
Occupation :
Address :

9 Standard last studied :
Year of study :

School in which studied last whether promoted to the next higher standard :

10 Whether transfer certificate is attached :

11 Standard for which admission is sought :

12 i. Mother tongue :
ii. Medium :

13 Languages studied i. :
ii. :

14 Previous school history :

S.No.	Name of the School	Standard	Year
-------	--------------------	----------	------

15. Identification Marks :
1.
2.
3.

I promise that all the particulars given above are correct.

Signature of Student

Signature of Father/Mother (or) Guardian

APPENDIX-4-A

Application No :

NAME OF THE SCHOOL

APPLICATION FOR ADMISSION INTO HIGHER SECONDARY CLASSES

Marks scored in X Std. Public Examination / Matriculation Examination

	Tamil	English	Maths	Science	His/Geo	Total
SSLC						
500						
MATRIC						
1100						

Group in order of preference

	A	B	C	D	E	F	G	Medium
General Education								TM/EM
Vocational Course	V1	V2	V3	V4	V5	V6	V7	

For office use only

Admitted in class / section

Medium

Date of Admission

Admission Number

Headmaster

- Name of the Student : In Tamil
In English
- Date of Birth :
- Sex : Male / Female
- Native place and state :
- Religion :
- Whether he/she belongs to Scheduled Caste/Scheduled Tribe/ MBC/BC/Converted Christian :
Caste :
- Whether living with the parent or guardian :

- | | | | | |
|----|--------------------------------------|--------|--------|----------|
| 8 | Name of the | Father | Mother | Guardian |
| | Occupation | | | |
| | Address | | | |
| | Annual Income | | | |
| 9 | Class last studied | : | | |
| | Year of study | : | | |
| | School in which he/she studied | : | | |
| | last Reason for break of study | | | |
| | if any | | | |
| 10 | Class for which the student | : | | |
| | seeks Admission | | | |
| 11 | Whether protected from small pox | | | |
| 12 | Identification marks as in SSLC TC : | | | |

I promise that all the particulars given above are correct to the best of my knowledge.
I promise to abide by the rules and regulations of the school.

Signature of the student

Signature of Father / Mother (or) Guardian

Place :

Date :

Note :

Attested copies of mark sheet and transfer certificate should be attached with application.
Originals should be produced at the time of admission.

Groups available in the school

General Education

A Physics Chemistry Biology Maths T.M.

B

C

D

E

F

G

Vocational Education

V1

V2

V3

V4

V5

V6

V7

Note :

- 1 Satisfactory evidence in regard to the date of birth must be insisted upon. The head of the Institution will be held responsible for the accurate entry in the admission register of the date of birth. In case of pupils presenting an Elementary School Leaving Certificate, the entry in regard to the date of birth should be verified with particular case.
- 2 After the admission is made the admission number date of admission, standard of admission shall be endorsed on the application and on the transfer certificate as the case may be.

APPENDIX-5

Chapter III Rule - 34

Form of Transfer Certificate

Hr.Secy.TMR Code No.

Hr.Secy. Certificate Sl.No.

Hr.Secy.Reg.No.

School No :

SSLC Marksheet SL.No.

TMR Code No.

SSLC Reg. No.

Admission No.

**GOVERNMENT OF TAMIL NADU
DEPARTMENT OF SCHOOL EDUCATION
TRANSFER CERTIFICATE**

Recognized by the Department of School Education

- 1 a. Name of the School

- b. Name of Educational District
- c. Name of the Revenue District
- 2 Name of the Pupil (in Block Letters) Tamil
English
- 3 a. Name of the Father of the Pupil
- b. Name of the Mother of the Pupil
- 4 Nationality, Religion and Caste
- 5 Community whether he/she belongs to
 - a. Adi Dravidar (Scheduled Caste or Scheduled Tribe)
 - b. Backward Class (Mention the Name)
 - c. Most Backward Class (Mention the Name)
 - d. Converted to Christianity from Schedule Caste or
 - e. Denotified Communities (Mention the Name)

If the pupil belongs to any one of the Five categories mentioned above, write "Yes" against the relevant column.

- 6 Sex
- 7 Date of Birth, as entered in the admission Register in figures and words
- 8 Personal marks of identification as in SSLC / Matric / TC
 - a)
 - b)
- 9 Date of admission and standard in which admitted (the year to be entered in words)
- 11 a. Standard in which the pupil was studying at the time of leaving (in words)
- b. The course offered i.e.General Education or Vocational Education
- c. In the case of General Education the subjects offered under part III Group-A and Medium of Instruction
- d. In the case of Vocational Education the Vocational subject under part III Group-B and the related subject offered under Part III Group-A
- e. Language offered under part I
- f. Medium of Study
- 11 Whether qualified for promotion to higher standard under Higher Secondary Education rules.

- 12 Whether the pupil has paid all the fees due to the school
- 13 Whether the pupil was in receipt of any Scholarship (Nature of the Scholarship to be specified) or any Educational concession
- 14 Whether the pupil has undergone medical inspection if any during the academic year (first or repeat to be specified)
- 15 Date on which the pupil actually left the school.
- 15 (a) No. of working days, days attended with percentage.
- 16 The pupils conduct and character
- 17 Date on which application for Transfer Certificate was made on behalf of the pupil by his Father or Mother or Guardian
- 18 Date of the Transfer Certificate
- 19 Course of study

Name of the School	Academic Year(s) studied	Standard(s) Language	First Instruction	Medium of
--------------------	--------------------------	----------------------	-------------------	-----------

- 20 Signature of the Head of the Institution
Date and School Seal

Note :

Schools under Private Management shall have the words "Recognized by the Department of Education Chennai" printed in the Transfer Certificate to be issued by them.

- 1 Transfer Certificates issued by the Higher Secondary Schools under Private Management without the words "Recognized by the Department of Education, Chennai" shall not be considered valid.
- 2 Erasures and unauthenticated or fraudulent alterations in the Certificate will lead to its cancellation.
- 3 Should be signed in ink by the Head of the Institution who will be held responsible for the correctness of the entries.
- 4 Declaration by Father or Mother or Guardian

I hereby declare that the particulars recorded against items 2 to 7 are correct and that no change will be demanded by me in future.

Signature of Pupil

Guardian

Signature of the Father or Mother or

APPENDIX-5-A

Chapter III Rule

Form of Transfer Certificate

TMR Code No.

Serial No :

SSLC Reg. No.

Admission No.

School No :

**GOVERNMENT OF TAMIL NADU
DEPARTMENT OF SCHOOL EDUCATION
TRANSFER CERTIFICATE**

Recognized by the Department of School Education of Tamil Nadu

- 1 a. Name of the School :
- b. Name of Educational District :
- c. Name of the Revenue District :
- 2 Name of the Pupil (in Block Letters) :
- 3 a. Name of the Father of the Pupil :
- b. Name of the Mother of the Pupil :
- 4 Nationality, Religion and Caste :
- 5 Community whether he/she belongs to
a. Adi Dravidar (Scheduled Caste or Scheduled Tribe) :
b. Backward Class (Mention the Name) :
c. Most Backward Class (Mention the Name) :
d. Converted to Christianity from Schedule Caste or :
e. Denotified Communities (Mention the Name) :
- 6 Sex :
- 7 Date of Birth, as entered in the admission Register in figures and words :

- 8 Personal marks of identification as in :
a)
b)
c)
- 9 Date of admission and standard in which admitted (the year to be entered in words)
- 10 Standard in which the pupil was studying at the time of leaving(in words) :
- 11 Whether qualified for promotion to higher standard :
- 12 Whether the pupil was in receipt of any scholarship (Nature of the scholarship to be specified) :
- 13 Whether the pupil has undergone medical inspection during the academic year (first or repeat to be specified) :
- 14 Date on which the pupil actually left the school. :
- 14 (a) No. of working days, days attended with percentage.
- 15 The pupils conduct and character
- 16 Date on which application for Transfer Certificate was made on behalf of the pupil by his Father or Mother or Guardian
- 17 Date of the Transfer Certificate
- 18 Course of study

Name of the School	Academic Year(s) studied	Standard(s) Language	First Instruction	Medium of
--------------------	--------------------------	----------------------	-------------------	-----------

19 Signature of the Head of the Institution
Date and School Seal

Note :

1. School under Private management shall have the words “ Recognized by the Department of Education Chennai” with Recognition Number printed on the Transfer Certificate to be issued by them.
2. The transfer certificates issued by the School under private management without the word “ Recognized by the Department of Education Chennai” shall not be considered valid.
3. Erasures and unauthenticated or fraudulent alterations in the Certificate will lead to its cancellation.
4. Should be signed in ink by the Head of the Institution who will be held responsible for the correctness of the entries.
5. Declaration by the Father or Mother or Guardian

I here by declare that the particulars recorded against items 2 to 7 are correct and that no change will be demanded by me in future.

Signature of Pupil

Signature of the Father or Mother or Guardian

**APPENDIX-5-B
Rule-34**

Name of the School :

Address :

CONDUCT CERTIFICATE

Date :

This is to certify that _____ was a
student of this institution from _____ to _____ during the
period his/her Conduct and Character were

Head of the Institution
(Designation Seal)

Office Seal with Date

APPENDIX-6-A
Chapter III Rule-52

Register of admission and withdrawal

S. No.	Admn. No.	Name	Father's Name	Mother's Name	Name of Guardian	Residence	Occupation of parent or Guardian	School and standard from which pupil has come	Whether an ESLC issued by the department was produced on admission
1	2	3	4	5	6	7	8	9	10

Whether TC from Secondary School was produce on Admission	Date of Admn.	Date of Birth	Nationality	Caste to which the pupil belongs (BC/MBC)	Religion	Does the pupil belongs to SC/ST convert to Christian (SC/ST)	Mother tongue
11	12	13	14	15	16	17	18

Standard on admission	No. and date of TC produced	Standard last studied	Date of leaving	Number & Date of TC issued	Standard on leaving	Reason for leaving	School to which the pupil has gone	Personal Marks of Identification (three)
19	20	21	22	23	24	25	26	27

APPENDIX – 7
Chapter III Rules-52

Register of Attendance of Pupils

S. No	Admn. No	Name	Class	Date																												Number of days present
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
1	2	3		4																												5

Number present daily

Number on Roll at the beginning of the month

Number on Roll at the end of the month

Number of School Days

Admitted during the month

Average attendance during the month

Average Number on roll during the month

NOTE : Under Column Name, Initial should be written after the name

DIRECTIONS FOR KEEPING REGISTER

The Register of attendance should be kept in books of prescribed printed form, having the pages numbered. Great care should be taken to keep it perfectly correct. No entries are to be made in pencil to be inked afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by a footnote and initialled by the person making the correction. In every case the register produced should be the original register and not a fair copy.

The attendance should be filled up daily. It should never be entered for two or three days at a time.

Attendance should be marked thus

- | | |
|---|--------------------------------------|
| 1 | Morning attendance Left to Right (l) |
| 2 | Evening attendance Right to Left (/) |
| 3 | Full attendance (X) |

Pupils sick may be marked ' S'

Absent with leave ' L'

Absent without leave ' a' (in small alphabet)

There should be no dots or blanks.

The average attendance during the month is obtained by adding up the daily attendance and dividing it by the number of times the pupil met during the month.

1. If a pupil admitted into a class on the first school day of a month, his name should be entered in red ink.
2. If a pupil is admitted on any other day than the first school day of a month, say on the 5th, a black ink line should run through the space for the four day's attendance.
3. A pupil re-admitted whether at the beginning or in the middle of a month should be his name entered in black ink, but underlined with red ink.
4. If a pupil left school in the middle of a month a black line should be drawn through the attendance spaces from the first day he left, to the last school day of the month.
5. Column 1 to 6, 11, 12, 15 and 16 of the Register of Admission and withdrawal should be written in the first page of the attendance Register.

APPENDIX - 8

Chapter III Rule-52

Register showing the previous School History of New Admission

In the statement, showing the previous history of pupils admitted since last inspection the pupils should be divided into the following classes :

- (a) Those who come from recognized Secondary Schools
- (b) Those who come from recognized Elementary Schools
- (c) Those who have not previously attended any School

The statement should include the following details :

For (a)

- 1 Name of Pupil
- 2 Age of Pupil
- 3 Name and occupation of parent or guardian
- 4 Name of school last attended by pupil
- 5 Standard to which admitted
- 6 Standard in which the pupil was reading in last school
- 7 Date of admission to that standard in last school
- 8 Whether described as fit for promotion in Transfer Certificate

For (b)

- 1 Name of Pupil
- 2 Age of Pupil
- 3 Name and occupation of parent or guardian
- 4 Name of school last attended by pupil
- 5 Standard to which admitted
- 6

For (c)

- 1 Name of Pupil
- 2 Age of Pupil
- 3 Name and occupation of parent or guardian
- 4 Standard to which admitted
- 5 The measures which have been taken to provide suitable education by a trained teacher in lieu of attendance at a school
- 6 In such cases a certificate obtained from a trained teacher to the effect that the student is eligible for admission to the class for which admission is sought.

APPENDIX – 9-A
Chapter III Rule-52

Daily fee collection Register

Daily fee collection Register for the year

S. No	Recept No	Admn No	Name	Caste	Standar d and division	Admn. Fee	Tutio n Fee	A mi nit y	Literacy	Librar y	Medical Inspecti on	Scien ce
1	2	3	4	5	6	7	8	9	10	11	12	13
Games	Audio Visual	Arts & Craft	Excursio n	Stationer y	Scout	JRC	Other Fees	Total	Amount remitted in challan No			
14	15	16	17	18	19	20	21	22	23			
Amount deposited in Bank		Balance if any	Remark s	Initial of the Head of the Institution								

NOTE : Total of collection to be struck at the end of each day and the remittance noted in the remarks column

APPENDIX – 9-B
Chapter III Rule-52

TERM FEE REGISTER

Standard :

Year :

Section

S. No	Adm n No.	Na me	Special Fees		Term I		Term II		Term III	
			Amount	Recp . No.	Amoun t	Rec p. No.	Amount	Rec p. No.	Amou nt	Recp. No.
1	2	3	4	5	6	7	8	9	10	11

Note :

- i. When a pupil is admitted into a class at the middle of the term, the tuition fees for the term in which he is admitted should be collected and entered.
- ii. In the abstract the S.No. of the defaulters shall be indicated.

APPENDIX-10
Chapter III Rule-52

Register of Attendance of Masters for the month of

S. N o	Na me	D e s i g n a t i o n	Morni ng Eveni ng	Date 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31	Casual Leave taken		
					6 C.L ava iled	7 Tot al C.L tak en	8 Re ma rks
1	2	3	4	5			

Note :

1. Postings in the leave Register should be verified by the Head of the Institution Weekly

2. Attendance Abstract:

- 1 Total No. of Teachers
- 2 No. of post vacant
- 3 No. of Teachers present
- 4 No. of Teachers on casual leave
- 5 No. of Teachers on other leave
- 6 No. of Teachers on other duty
- 7 No. of Teachers without intimation
- 8 Signature of the Head of the Institution

APPENDIX – 11
Chapter III Rule-52

ACQUITTANCE ROLL FOR THE ESTABLISHMENT OF THE
MONTH OF

FOR THE

S.No.	Name & Designation	Pay	PP	DA	HRA	CCA	MA	SA	OA	Total
1	2	3	4	5	6	7	8	9	10	11

DEDUCTIONS

PF Contribution	PF Loan	FA	Handloom Adv.	Khadi Adv.	HBA	Motor Vehicle	PLI	IT	Total Ded.	Net Amt.	Signature
12	13	14	15	16	17	18	19	20	21	22	23

APPENDIX – 12

Chapter III Rule-52

Register of Scholarship held in the _____ during the year _____

Nature of Scholarship :

Date of Encashment :

S.No.	Name	Standard	Amount Sanctioned	Signature of the pupil with date	Signature of the parent	Remarks
1	2	3	4	5	6	7

Note :

If the disbursement of scholarship is not made on the same date, an abstract to be made in the Register.

ABSTRACT :

Date	Total Amount Received	Amount Disbursed	Balance on Hand	Signature of the Head of the Institution
1	2	3	4	5

Note : 1. The disbursement certificate should be signed by the Head of the Institution and the balance amount if any, shall be returned to the concerned department by cheque / DD.

2. These registers should be maintained separately for SC / ST and MBC / BC school students.

APPENDIX – 13
Chapter III Rule-52

FORM OF CASH BOOK

RECEIPTS				EXPENDITURE					
S. No.	Date	Details of Receipt	Rs. np.	S.No	Date	Details of Expenditure	Voucher No.	Rs. np.	Bank Balance

APPENDIX – 14
Chapter III Rule-52

Register of Furniture, Book and Appliances Purchased with the Aid of Grant from Public Fund

S.No.	Name of Article	No. of such Articles	Date of Supply	Actual Cost	No.&Date of the Directors Proceedings sanctioning the grant for the articles mentioned in column (2)	Amount of Grant Sanctioned	Remarks
1	2	3	4	5	6	7	

APPENDIX –15
Chapter III – Rule –51

Cumulative Record for Problem Student

1. Name of Pupil
2. Standard
3. Age
4. Act of Indiscipline
5. Date
6. Corrective measures taken
7. Signature of Teacher
8. Signature of Head of the Institution

APPENDIX – 16

LIST OF COMMUNITIES

SCHEDULED TRIBES

1	Adiyan	25	Malayali (in Dharamapuri
2	Aranadan		Vellore, Tiruvannamalai,
3	Eravallan		Pudukkottai, Salem,
4	Irular		Namakkal, Cuddalore,
5	Kadar		Villupuram, Tiruchirapalli,
6	Kammara (excluding Kanniyakumari District and Shenkottah Taluk of Tirunelveli District)		Karur and Perambalur District)
		26	Malayakandi
7	Kanikaran, Kanikkar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)	27	Mannan
		28	Mudugar, Muduvan
		29	Muthuvan
8	Kaniyan, Kanyan	30	Pallayan
9	Kattunayakan	31	Palliyan
10	Kochu Velan	32	Palliyar
11	Konda Kapus	33	Paniyan
12	Kondareddis	34	Sholaga
13	Koraga	35	Toda (excluding
14	Kota (excluding Kanniyakumari District and Shenckottah Taluk of Tirunelveli District)		Kanniyakumari District and Shenkottah Taluk of Tirunelveli District)
15	Kudiya, Melakudi	36	Uraly
16	Kurichchan		
17	Kurumbas (in the Nilgiris District)		
18	Kurumans		
19	Maha Malasar		
20	Malai Arayan		
21	Malai Pandaram		
22	Malai Vedan		
23	Malakkuravan		
24	Malasar		

SCHEDULED CASTES

37	Adi Andhra	71	Kudumban
38	Adi Dravida	72	Kuravan, Sidhanar
39	Adi Karnataka	73	Madari
40	Ajila	74	Madiga
41	Arunthathiyar	75	Maila
42	Ayyanavar (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)	76	Mala
43	Baira	77	Mannan (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
44	Bakuda	78	Mavilan
45	Bandi	79	Moger
46	Bellaara	80	Mundala
47	Bharatar (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)	81	Nalakeyava
48	Chakkilliyar	82	Nayadi
49	Chalavadi	83	Padannan (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
50	Chamar, Muchi		
51	Chandala	84	Pagadai
52	Cheruman	85	Pallan
53	Devendrarakulathan	86	Palluvan
54	Dom, Dombara, Paidi, Pano	87	Pambada
55	Domban	88	Panan (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)
56	Godagali		
57	Godda	89	Panchama
58	Gosangi	90	Pannadi
59	Holeya	91	Panniandi
60	Jaggali	92	Paraiyan, Parayan, Sambavar
61	Jambuvulu	93	Paravan (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)
62	Kadaiyan		
63	Kakkalan (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)	94	Pathiyar (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)
64	Kalladi		
65	Kanakkan, Padanna (in the Niligiris District)	95	Pulayan, Cheramar
66	Karimpalan	96	Puthiraivannan
67	Kavara (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)	97	Raneyar
68	Koliyan	98	Samagara
69	Koosa	99	Samban
70	Kootan, Koodan (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)	100	Sapari

101	Semman
102	thandan (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District
103	Thoti
104	Tiruvalluvar
105	Vallon
106	Valluvan
107	Vannan (in anniyakumari Dist. and Shencottah Taluk of Tirunelveli District
108	Vathiriyar
109	Velan
110	Vetan (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District
111	Vettiyan
112	Vettuvan (in anniyakumari Dist. and Shencottah Taluk of Tirunelveli District
113	SC Converts to in Buddhism

NOTE :

Person belonging to Christian communities who are converts from any Hindu communities included in the SC list may see Sl.No.241 below.

LIST OF BACKWARD CLASSES

1	G.O.Ms.No.28 BC & MBCW Department, dated 19.07.1994.
2	G.O.Ms.No.100 BC & MBCW (BCC) Department, dated 24.11.97
1	Agamudayar including Thozhu or Thuluva Vellala
2	Agaram Vellan Chettiar
3	Alwar, Azhavar and Alavar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
4	Servai (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
5	Ansar
6	Arayar, Nulayar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
7	Archakarai Vellala
8	Aryavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
9	Ayira Vaisyar
10	Badagar
11	Billava
12	Bondil
13	Boyas (except Tiruchirapalli, Karur, Perambalur, Pudukottai, The Nilgiris, Salem, Namakkal and Dharmapuri District) Pedda Boyar (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts) Oddars (except Thanjavur, Nagapattinam, Tiruvarur, Tiruchirappalli, Karur, Perambalur, Pudukottai, Madurai, Theni and Dindigul Districts) Kaloddars (except Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Theni, Dindigul, Pudukottai, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts) Nellorepet oddars (except Vellore and Tiruvannamalai Districts) Sooramari oddars (except Salem and Namakkal Districts)
14	Chakkala (except Sivaganga, as Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur, Perambalur, Madurai, Theni, Dindigul and the Nilgiris Districts)
15	Chavalakarar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)

- 16 Chettu or Chetty (including Kottar Chetty, Elur Chetty, Pathira Chetty, Valayal Chetty, Pudukadai Chetty) (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 17 Chowdry
- 18 Converts to Christianity from Scheduled Castes irrespective of the generation of conversion for the purpose of reservation of seats in Educational Institutions and for seats in Public Services.
- 19 CSI formerly SIUC (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
Donga Dasaris (except Kancheepuram, Tiruvallur, Tiruchirapalli, Karir, Perambalur, Pudukottai, Chennai, Salem and Namakkal Districts)
- 21 Dekkani Muslims
- 22 Devangar, Sedar
- 23 Dombs (except Pudukottai, Tiruchirapalli, Karur and Perambalur Districts)
Dommars (except Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Vellore and Thiruvannamalai Districts)
- 24 Dedekula
- 25 Enadi
- 26 Ezhavathy (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 27 Ezhuthachar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 28 Ezhuva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 29 Gangavar
- 30 Gavara, Gavarai and Vadugar (Vadugar) (others than kamma, Kapu, Balija and Reddi)
- 31 Gounder
- 32 Gowda (including Gammala, Kalali and Anuppa Gounder)
- 33 Hegde
- 34 Idiga
- 35 Illathupillaimar, Illuvar, Ezhubar and Illathar
- 36 Jhetty
- 37 Jogis (Except Kancheepuram, Tiruvallur, Madurai, Theni, Dindigul, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts)
- 38 Kabbera
- 39 Kaikolar, Sengunthar
- 40 Kaladi (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts)
- 41 Kalari Kurup including Kalari Panicker (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 42 Kalingi
- 43 Kallar (including Easanattu Kallar, Gandarvarkottai Kallars) (except Thanjavur, Nagapattinam and Thiruvarur and Pudukottai Districts) Kootappal Kallars (except Pudukottai and Tiruchirapalli, Karur and Perambalur Districts) Piramalai Kallars (except Sivagangai, Virudhunagar, Ramanathapuram, Madurai and Theni, Dindigul, Pudukottai, Thanjavur and Nagapattinam and Thiruvarur Districts) Periasooriyur Kallars (except Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 44 Kallar Kula Thondaman
- 45 Kalveli Gounder
- 46 Kambar
- 47 Kammalar or Viswakarma, Viswakarmala (including Thattar, Porkollar, Kannar, Karumar, Kollar, Thacher, Kal Thacher, Kamsala and Viswabrahmin).
- 48 Kani, Kanisu, Kaniyar, Panikkar
- 49 Kaniyala Vellalar
- 50 Kannada Saineegar, Kannadiyar (throughout the State) and Dasapalanijika (Coimbatore, Erode and the Nilgiris Districts).
- 51 Kannadiya Naidu
- 52 Karpoora Chettiar

- 53 Karuneegar(seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar, Kaikatti Karuneegar, Mathuvazhi Kanakkar, Sozhi Kanakkar and Sunnambu Karuneegar).
- 54 Kasukkara Chettiar
- 55 Katesar, Pattamakatti
- 56 Kavuthiyar
- 57 Kerala Mudali
- 58 Kharvi
- 59 Khatri
- 60 Kongu Vaishnava
- 61 Kongu Vellalars (including Vellala Gounder, Nattu Gounder, Narambukkatti Gounder, Tirumudi Vellalar, Thondu Vellalar, Pala Gounder, Poosari Gounder, Anuppa Vellala Gounder, Kurumba Gounder, Padaithalai Gounder, Chendalai Gounder, Pavalankatti Vellala Gounder, Pala vellala Gounder, Sanku vellala Gounder and Rathinagiri Gounder).
- 62 Koppala Velama
- 63 Koteyar
- 64 Krishnavaka (in Kanniyakumari district and Shencottah Taluk of Tirunelveli District).
- 65 Kudikara Vellalar
- 66 Kudumbi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 67 Kuga Vellalar
- 68 Kunchidgar
- 69 Labbais including Rowther and Makayar(Whether their sopken language is Tamil or Urdu).
- 70 Lambadi
- 71 Latin Catholics (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 72 Lingayat (Jangama).
- 73 Mahratta (Non-Brahmin) (including Namdev Mahratta).
- 74 Malayar
- 75 Male
- 76 Maniagar
- 77 Mapilla
- 78 Maravars(except Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Ramanathapuram, Sivagangai, Virudhunagar, Tirunelveli and Toothukudi Districts) (including Karumaravars, Appanad Konadayam Kottai Maravar (except Sivagangai, Virudhunagar, Ramanathapuram, Madurai and Theni and Dindigul Districts) and Sembanad Maravars (except Sivagangai, Virudhunagar and Ramanathapuram Districts).
- 79 Moondrumandai Enbathunalu(84) Ur. Sozhia Vellalar
- 80 Mooppan
- 81 Muthuraja, Muthuracha, Muttiriyar, Muthiriyar, Mutharaiyar
- 82 Nadar, Shanar and Gramani (including Christain Nadar, Christian Shanar and Christain Gramani)
- 83 Nagaram
- 84 Naikkar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 85 Nangudi Vellalar
- 86 Nanjil Mudali (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 87 Odar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 88 Odiya
- 89 Oottruvalanattu Vellalar
- 90 O.P.S. Vellalar
- 91 Ovachar
- 92 Paiyur Kotta Vellalar
- 93 Pamulu
- 94 Panar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a scheduled caste).
- 95 Panisaivan (including Virakodi Vellala).
- 96 Kathikarar in Kanniyakumari District
- 97 Pannirandam Chettiar or Uthama Chettiar

- 98 Parkavakulam (including Surithimar, Nathamar, Malayamar, Moopanan and Nainar)
- 99 Perike (including Perike Baliya).
- 100 Perumkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 101 Podikara Vellalar
- 102 Pooluva Gounder
- 103 Poraya
- 104 Pulavar (in Coimbatore and Erode Districts).
- 105 Pulluvar or Pooluvar
- 106 Pusala
- 107 Reddy (Ganjam).
- 108 Sadhu Chetty (including Telugu Chetty, Twenty four Manai Telugu Chetty).
- 109 Sakkaravar or Kavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 110 Salivagana
- 111 Saliyar, Padmasaliyar, Patusaliyar, Pattariyar and Adhaviyar
- 112 Savalakkara
- 113 Senaithalaivar, Senaikudiyar and Illaivaniar
- 114 Sheik
- 115 Sourashtra (Patnulkarar)
- 116 Sozhivellalar (including Sozha Vellalar, Vetrilaikarar, Kodikalkarar and Keeraikarar).
- 117 Srisayar
- 118 Sundaram Chetty
- 119 Syed
- 120 Thogatta Veerakshatriya
- 121 Tholkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 122 Tholuva Naicker and Vetlakara Naicker
- 123 Thoraiyar
- 124 Thoriyar
- 125 Ukkirakula Kshatriya Naicker
- 126 Uppara, Uppillia and Sagara
- 127 Urali Gounder (except Tiruchirappalli, Karur and Perambalur and Pudukottai Districts) and Orudaya Gounder or Oorudaya Gounder (in Madurai and Theni, Dindigul, Coimbatore, Erode, Tiruchirappalli, Karur and Perambalur, Pudukottai and Salem and Namakkal Districts).
- 128 Urikkara Nayakkar
- 129 Vallambar
- 130 Valmiki
- 131 Vaniyar, Vania Chettiar (including Gandla, Telikula and Chekkalar).
- 132 Veduvar and Vedar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
- 133 Veerasaiva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 134 Velar
- 135 Vellan Chettiar
- 136 Veluthodathu Nair (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 137 Vokkaligar (including Vakkaligar, Okkaligar, Kappaliyar, Kappiliya, Okkaliga Gowda, Okkaliya, Gowda, Okkaliya Gowder, Okkaliya Gowda).
- 138 Wynad Chetty (The Nilgiris District).
- 139 Yadhava (including Idaiyar, Telugu Speaking idaiyar Known as Vadga Auar or Vaduga Idaiyar or Golla and Asthanathra Golla).
- 140 Yavana
- 141 Yerukula
- 142 Converts to Christianity from any Hindu Backward Classes Community or Most Backward Classes Community or Denotified Communities except the converts to Christianity from Meenavar, Parvatharajakulam Pattanavar, Sembadavar, Mukkuvar or Mukayar and Paravar.
- 143 Orphans and destitute children who have lost their parents before reaching the age of ten and are destitutes; and who have nobody else to take care of them either by law,

or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognised by the Government.

MOST BACKWARD CLASSES
(G.O.Ms.No.28, BC & MBCW Department dated 19-7-94)

- 1 Ambalakarar
- 2 Andipandaram
- 3 Bestha, Siviari
- 4 Bhatraju (other than Kshatriya Raju)
- 5 Boyar, Oddar
- 6 Dasari
- 7 Dommara
- 8 Eravallar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the Community is a Scheduled Tribe).
- 9 Isaivellalar
- 10 Jambuvanodai
- 11 Jangam
- 12 Jogi
- 13 Kongu Chettiar (in Coimbatore and Erode Districts only).
- 14 Koracha
- 15 Kulala (including Kuyavar and Kumbarar).
- 16 Kunnuvar Mannadi
- 17 Kurumba
- 18 Kuruhini Chetty
- 19 Maruthuvar, Navithar, Mangala, Velakattalavar, Velakatalanair and Pronopakari
- 20 Mond Golla
- 21 Moundadan Chetty
- 22 Mahendra, Medara
- 23 Mutlakampatti
- 24 Narikoravar
- 25 Nokkar
- 26 Vanniakula Kshatriya (including Vanniyar, Vanniya, Vannia Gounder, Gounder or Kander, Padayachi, Palli and Agnikula Kshatriya).
- 27 Paravar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the Community is Scheduled Caste) (including converts to Christianity).
- 28 Meenavar (Parvatharajakulam, Pattanavar, Sembadavar) (including converts to Christianity).
- 29 Mukkuvar or Mukayar (including converts to Christianity).
- 30 Punnan Vettuva Gounder
- 31 Pannayar (other than Kathikarar in Kanniyakumari District).
- 32 Sathatha Srivaishnava (including Sathani, Chattadi and Chattada Srivaishnava).
- 33 Sozhia Chetty
- 34 Telugupatty Chetty
- 35 Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar and Thozhuvu Naicker).
- 36 Thondaman
- 37 Valaiyar (including Chettinad Valayars).
- 38 Vannar (Salavai Thozhilalar) (including Agasa, Madivala, Ekali, Rajakula, Veluthadar and Rajaka) (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
- 39 Vettaikara
- 40 Vettuva Gounder
- 41 Yogeeswarar

DENOTIFIED COMMUNITIES
(G.O.Ms.No.28, BC & MBCW Department dated 19-7-94)

1. Attur Kilnad Koravars (Salem and Namakkal, Cuddalore, Villupuram, Ramanathapuram, Sivagangai and Virudhunagar District)
2. Attur Melnad Koravars (Salem and Namakkal District).
3. Appanad Kondayam Kottai Maravar (Sivagangai, Virudhunagar,
 - a. Ramanathapuram, Madurai and Theni and Dindigul Districts).
4. Ambalakkarar (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
5. Ambalakkarar (Suriyanur, Tiruchirapalli, Karur and Perambalur Districts).
6. Boyas (Tiruchirapalli, Karur and Perambalur, Pudukottai, The Nilgiris, Salem and Namakkal and Dharmapuri Districts).
7. Battu Turkas
8. C.K.Koravars (Cuddalore and Villupuram Districts).
9. Chakkala (Sivagangai, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Tiruchirapalli, Karur and Perambalur, Madurai and Theni, Dindigul and The Nilgiris Districts).
10. Changayampudi Koravars (Vellore and Tiruvannamalai Districts).
11. Chettinad Valayars (Sivagangai, Virudhunagar and Ramanathapuram Districts).
12. Domb' s (Pudukottai and Tiruchirapalli, Karur and Perambalur Districts).
13. Dobbai Koravars (Salem and Namakkal Districts).
14. Dommars (Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Vellore and Tiruvannamalai Districts).
15. Donga Boya
16. Donga Ur. Korachas
17. Devagudi Talayaries
18. Dobbai Korachas (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
19. Dabi Koravas (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Vellore and Tiruvannamalai Districts).
20. Donga Dasaries (Kancheepuram and Tiruvallur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Chennai and Salem and Namakkal Districts).
21. Gorrela Dodda Boya
22. Gudu Dasaris
23. Gandarvakottai Koravars (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Cuddalore and Villupuram Districts).
24. Gandarvakottai Kallars (Thanjavur, Nagapattinam and Thiruvarur and Pudukottai Districts).
25. Inji Koravars (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 1 Jogis (Kancheepuram and Tiruvallur, Chennai, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts).
- 2 Jambavanodai
- 3 Kaladis (Sivagangai, Virudhunagar, Ramanathapuram, Madurai and Theni, Dindigul, Thanjavur, Nagapattinam and Thiruvarur, Pudukottai and Tiruchirapalli, Karur and Perambalur Districts).
- 4 Kal Oddars (Kancheepuram and Tiruvallur, Ramanathapuram, Sivagangai, Virudhunagar, Madurai and Theni, Dindigul, Pudukottai, Tiruchirapalli, Karur and Perambalur, Tirunelveli, Toothukudi and Salem and Namakkal Districts)
- 5 Koravars (Kancheepuram and Tiruvallur, Ramanathapuram, Sivagangai, Virudhunagar, Pudukottai, Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Tirunelveli, Toothukudi, Chennai, Madurai and Theni, Dindigul and The Nilgiris Districts).
- 6 Kalinji Dabikoravars (Thanjavur, Nagapattinam and Thiruvarur and Pudukottai Districts).
- 7 Kootappal Kallars (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 8 Kala Koravars (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 9 Kalavathila Boyas

- 10 Kepmaris (Kancheepuram and Tiruvallur, Pudukottai and Tiruchirapalli, Karur and Perambalur Districts).
- 11 Maravars (Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Ramanathapuram, Sivagangai, Virudhunagar, Tirunelveli and Toothukudi Districts).
- 12 Monda Koravars
- 13 Monda Golla (Salem and Namakkal Districts).
- 14 Mutlakampatti (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts)
- 15 Nokkars (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 16 Nellorepet Oddars (Vellore and Tiruvannamalai Districts.)
- 17 Oddars (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Madurai and Theni and Dindigul Districts).
- 18 Pedda Boyas (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 19 Ponnai Koravars (Vellore and Tiruvannamalai Districts).
- 20 Piramalai Kallars (Sivagangai, Virudhunagar, Ramanathapuram, Madurai, and Theni, Dindigul, Pudukottai, Thanjavur, Nagapattinam and Thiruvarur Districts).
- 21 Periya Suriyur Kallars (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 22 Padayachi (Vellayan Kuppam in Cuddalore District and Tennore in Tiruchirapalli, Karur and Perambalur District).
- 23 Punnan Vetuva Gounder (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 24 Servai (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 25 Salem Melnad Koravars (Madurai and Theni, Dindigul, Coimbatore, Erode, Pudukottai, Tiruchirapalli, Karur and Perambalur, Salem and Namakkal, Vellore and Tiruvannamalai Districts).
- 26 Salem Uppu Koravars (Salem and Namakkal Districts).
- 27 Sakkaraittamadai Koravars (Vellore and Tiruvannamalai Districts).
- 28 Saranga Palli Koravars
- 29 Sooramari Oddars (Salem and Namakkal District).
- 30 Sembanad Maravars (Sivagangai, Virudhunagar and Ramanathapuram Districts).
- 31 Thalli Koravars (Salem and Namakkal Districts).
- 32 Thelungupatty Chettis (Tiruchirapalli, Karur and Perambalur and Pudukottai districts).
- 33 Thottia Naickers (Sivagangai, Virudhunagar, Ramanathapuram, Kancheepuram and Tiruvallur, Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Tirunelveli, Toothukudi, Salem and Namakkal, Vellore, Thiruvannamalai, Coimbatore and Erode Districts).
- 34 Thogamalai Koravars or Kepmaris (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 35 Uppukoravars or Settipalli Koravars (Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Madurai, and Theni, Dindigul, Vellore and Thiruvannamalai Districts).
- 36 Urali Gounders (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 37 Wayalpad or Nawalpetta Koravars
- 38 Vaduvarpatti Koravars (Madurai and Theni, Dindigul, Ramanathapuram, Sivagangai, Virudhunagar, Tirunelveli, Toothukudi, Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 39 Valayars (Madurai and Theni, Dindigul, Tiruchirapalli, Karur and Perambalur, Pudukottai, Erode and Coimbatore Districts).
- 40 Vettaikarar (Thanjavur, Nagapattinam and Thiruvarur and Pudukottai districts).
- 41 Vetta Koravars (Salem and Namakkal District).
- 42 Varaganeri Koravars (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 43 Vettuva Gounder (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).