

Tamil Nadu Minority Schools (Recognition and Payment of Grant) Rules, 1977

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- Tamil Nadu Minority Schools (Recognition and Payment of Grant) Rules, 1977

1. Short title and commencement. - These rules may be called the Tamil Nadu Minority Schools (Regulation and Payment of Grant) Rules, 1977.

(2) They shall be deemed to have come into force on the 1st December 1974.

2. Definition. - In these rules, unless the context otherwise requires,-

(a) "District Educational Officer" means, in relation to the Anglo-Indian Schools and the Girls Schools, the Inspector of Anglo-Indian Schools or the Inspectress of Girls' Schools as the case may be;

(b) "Government" means the State Government;

(c) "Grant" means any sum of money paid out of State funds to any minority school;

(d) "Minority School" means a Private School of its choice established and administered, or administered by any such minority whether based on religion or language and has the right to do so under clause (1) of Article 30 of the Constitution;

(e) "Private School" means a Pre-primary, Primary/Middle or High School or any other institution imparting education or training, established and administered or maintained by any such minority whether based on religion or language and has the right to do so under clause (a) of Article 30 of the Constitution;

(f) "Rules" means the Tamil Nadu Minority Schools (Recognition and Payment of Grant) Rules, 1977;

(g) "Teacher" shall include a Headmaster.

3. Stages of Education. - (1) The following shall be the various stages of education and categories of schools.

(a) Pre-primary. - The Pre-primary schools shall be classified as pre-basic Nursery, Kindergarten and Montessori Schools.

(b) Primary. - The primary schools shall consist of Standards I to V.

(c) Middle Schools. - The middle schools shall consist of standards I to VII or standards VI to VIII.

(d) High Schools. - The High Schools shall consist of Standards I to XI or standards VI to XI or standards IX to XI.

Explanation. - The Anglo-Indian Schools, the Oriental Schools and the Special Schools shall be included in the respective categories in (a) to (d) above.

(e) Teachers' Training Institute.

(2) The pattern and duration of courses, curricular syllabus courses of instruction, time table and textbooks of minority schools, shall, be regulated by the Government by issue of orders, from time to time.

4. Recognition. - (1) Minority Schools of all kinds which have been granted permanent recognition by the Education Department before the commencement of these rules need not apply for fresh recognition.

(2) (a) Minority Schools which enjoy temporary recognition granted by the Education Department on the date of the commencement of these rules shall apply in the form appended to these rules for the grant of continuance of recognition of such schools or the standards as the case may be to-

(i) the Chief Educational Officers in respect of the pre-primary, primary and middle schools; and

(ii) the Joint Director of School Education (Secondary Education) in respect of high schools, teachers training institutes, special schools, and Anglo-Indian Schools.

(b) Every application under clause (a) shall be made not later than three months prior to the date of expiry of the period of temporary recognition:

Provided that in cases where the period of temporary recognition has already expired, the application for recognition shall be sent within a period of three months from the date of issue of these rules.

(3) Minority schools which have been newly opened or where higher or additional standards have been opened on or after the date of the commencement of these rules without the permission of the Education Department under section 9 of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974) shall also apply in the Form appended to these rules to the authorities specified in sub-rule (2) for the grant of recognition within three months from the date of such opening or from the date of issue of these rules.

(4) (a) Recognition under sub-rule (2) or sub-rule (3) shall be granted by the authority concerned within a period of two months from the date of receipt of the application for such recognition, only if the following requirements are satisfied by the management, namely.-

(i) the amenities to teachers and pupils should be adequate;

(ii) the equipments, buildings, laboratory, library and playground and other facilities for-imparting instruction are adequate;

(iii) a structural stability certificate of the school building issued by the Executive Engineer of the Public Works Department and the sanitary certificate issued by the Health Officer of the locality should be enclosed with the application for recognition;

(iv) the management should not appoint any teacher whose certificate has been suspended or cancelled or who has been declared unfit to be a teacher in recognised schools or who has been convicted for offences involving moral turpitude;

(v) there should be economic strength prescribed by the Educational Department in all the standards;

(b) It shall be open to the authority concerned to reject an application for recognition if he considers that any one or more of the requirements referred to under clause (a) has not been satisfied. Every order of such authority rejecting the application shall specify the grounds for such rejection.

(c) For the purpose or recognition of teacher training institutes the conditions for recognition shall be as specified in Annexure 5.

5. Pay and allowance of teachers and other persons employed in minority schools to be paid in the prescribed manner. - The procedure for payment of pay and allowances from State funds to teachers and other persons employed in minority schools shall be as in Annexure I appended to these rules.

Explanation. - In regard to payment of grants to Anglo-Indian schools the procedure laid down in the Code of Regulations for Anglo-Indian Schools shall be followed.

6. Payment of grant. –

(1) Minority Schools may be paid grants subject to the orders and instructions issued by the Government from time to time. The rate at which, and the purpose for which, the grant may be paid shall be as specified in Annexure II appended to these rules.

(2) Payment of monthly staff grant shall be made only in respect of qualified and admissible teachers actually employed in minority schools whose appointments have been approved by the concerned authorities according to the number of posts sanctioned to the institutions concerned.

(3) If any over payment is pointed out by the audit and it is ultimately found to be excess, after consideration of the representations, if any, of the management, then the excess amount will have to be made good by the management from its own funds.

(4) (a) If any falsification of account or misuse of the amount of grant paid to any minority school is found or reported and if, after due enquiry by the Chief Educational Officer in respect of Pre-primary/primary/middle schools or the Joint Director of School Education (Secondary Education) in respect of high School/Training Institute special/Anglo-Indian Schools. It is found that falsification of account or misuse of the amount of grant is proved, the such minority school shall not be eligible for further grant.

(b) Before refusing further grant under clause (a) the management of such minority school shall be given an opportunity of making its representation.

7. Appeals. - An appeal shall lie to the Joint Director of School Education (Elementary) against the orders of the Chief Educational Officer and to the Director of School Education against the order of the Joint Director of School Education (Secondary Education) in respect of the matters specified in the foregoing rules.

8. Qualification for Appointment of Teachers. - The qualification for appointment of teachers in minority schools shall be as specified in Annexure III appended to these rules.

9. Audit of Accounts. - (1) the authorities competent to audit the accounts of every minority schools shall be the following namely:-

Schools (1)	Authorities (2)
(a) Pre-primary Primary and Middle Schools.	Deputy Inspector of the concerned range.
(b) High Schools Training Institutes and Special Schools.	Departmental Auditor.
(c) Anglo Indian Schools.	Departmental Auditors.

(2) (a) A copy of the report on the audit of accounts shall be sent to the District Educational Officer/Inspectress of Girls Schools/Inspector of Anglo-Indian Schools concerned, who shall forward the same to the management.

(b) The management shall, within a period of one month from the date of receipt of the report on the audit of accounts, submit the same together with its comments to the District Educational Officer/Inspectress of Girls' Schools/ Inspector of Anglo-Indian Schools. These comments of the management shall be reviewed by the District Educational Officer/ Inspectress of Girls' Schools/ Inspector of Anglo-Indian Schools concerned.

(c) Every minority school shall maintain registers and records as specified in Annexure IV appended to these rules.

10. Closure of minority school. - No minority school and no class and no course of instructions therein in a minority school shall be closed by the management without giving a notice in writing six months prior to such closure to the Joint Director of School Education (Secondary Education) in the case of high schools, teachers training institutes; special schools and Anglo-Indian Schools and to the Chief Educational Officer in the case of pre-primary/primary/middle schools. The authority concerned may give permission for such closure and before giving such permission, it shall satisfy itself about the adequacy of the alternate arrangements proposed to be made.

Form

[Vide rule 4(2)(a)]

Application for Recognition of Minority Schools

1. Name of the minority schools with full address:
2. Date of opening of the school:
3. Name of the management managing the school with full particulars including details regarding the registration of association, etc., society, trust, etc.
4. Name of the Correspondent/Manager.:
5. (a) Standards already recognised and period up to which recognition accorded.
(b) Standards for which recognition is now sought for:
6. (a) Standards, strength and attendance.:
(b) Whether all the standards are having economic strength ?:
(c) List of teaching and non-teaching staff employed in the school with details of Qualification etc.
(d) Whether the teaching and un-teaching staff are qualified ?:
7. (a) Details of accommodation and sanitation available should be enclosed (Sketch plan should be enclosed)
(b) Whether owned or rented or rent free ?:
(c) Whether adequate and suitable ?:
8. (a) Details of furniture, appliances and apparatus:
(b) Whether adequate and suitable ?:
9. (a) Whether a library is provided adequately?:
(b) Whether laboratory is provided adequately?:
10. Whether registers are maintained in the prescribed form.:
11. Whether arrangements have been made for the compulsory medical inspections of the pupils ?
12. Playground.:

(i) Area available (in hectares):

(ii) Owned or leased:

(iii) Whether adequate and fit for use ?:

13. (i) Whether the school has already created endowment in the case of schools which are in existence prior to 1.12.74 ?

(ii) If there is any endowment, whether it is in the shape of property or cash, full details of the amount and mode of investment

(iii) Whether the endowment is unencumbered and whether it stands absolutely without any reservation.

(iv) Net annual income derived from the endowment property.:

(v) Property full details regarding the cost of property, value of the property, etc.

14. Whether structural stability certificate of the school building issued by the Executive Engineer of the Public Works Department and the sanitary certificate issued by the Health Officer have been enclosed.

Declaration

On behalf of the Management of the School, I hereby declare that all the requirements specified in the rules have been fulfilled.

Station:

Date:

Correspondent/Manager/Secretary.

Annexure I

Procedure for Payment of Pay and Allowances to Teacher and other Persons Employed in Minority Schools

1. (a) Pre-primary, Primary and Middle Schools in Non-panchayat Union areas. –

The Correspondent/Manager of the School, shall submit a monthly statement containing the details of teachers and other persons employed, their pay and allowances, etc., for the month to the Deputy Inspector of Schools. The Deputy Inspector of Schools, after scrutiny of the above statement, shall submit the same to the District Educational Officer concerned with his recommendation. The District Educational Officer shall release the teaching grant bills to the Correspondent/Manager of the School marking a copy of his sanction order to the treasury and who shall disburse the pay and allowance to the teachers and other persons employed in a minority school on the 1st day of every month or on any date authorised by the Director of School Education.

- (b) Pre-primary, Primary and Middle Schools in Panchayat Union Area. –

The Correspondent/Manager of the schools shall submit, monthly statement containing the details of teachers and other persons employed, their pay and allowances for the month to the Deputy Inspector of Schools. The Deputy Inspector of Schools, after scrutiny of the above statement, shall submit them to the District Educational Officer concerned with his recommendations, marking a copy of his recommendations to the Commissioner of the Panchayat Union concerned.

The Panchayat Union Commissioner shall issue cheques during the last week of the month to the Correspondent/Manager of the amount recommended by the Deputy Inspector of Schools. Such cheques shall be encashed only on the 1st day of the next month or on any date authorised by the Director of School Education and the pay and allowances of teachers and other persons employed shall be disbursed on the same day. In the meantime, the recommendations of the Deputy Inspector of Schools shall be perused by the District Educational Officer and he shall issue sanction order to the Commissioner. If any variations are found between the amount for which cheques are issued and the amount sanctioned by the District Educational Officer, such amount shall be adjusted in the payee for the next month by the Commissioner.

2. **High Schools.** - The Correspondent/Manager of the High Schools shall submit every month to the District Educational Officer/Inspectress of Girls' Schools an application for monthly staff grant in the specified form. It shall be accompanied by a detailed statement of the staff employed from the 1st to the last of the month. The statement shall be signed by both the Headmaster and the Correspondent/Manager of the School. The statement shall reach the District Educational Officer/Inspectress of Girls' Schools before the 22nd day of every month. Based on this statement the District Educational Officer/Inspectress of Girls' Schools shall sanction the staff grant in the specified bill form, before the 25th day of the month at the latest so as to enable the Correspondent/ Manager to encash the bill on the 1st day of the succeeding month or on any date authorised by the Director of School Education and disburse the salaries of the staff on the same day.

3. Special Schools and Training Institute. - The Correspondent/Manager of a special school or training school shall submit a financial statement in the prescribed form every year to the District Educational Officer. The auditors of the Department will scrutinise the statement and certify as to the correctness of the statement. The grant is sanctioned once in a year for the preceding financial year (i.e., from the 1st April to 31st March) to the Training schools, Special Schools. The sanctioning authority shall be the District Educational Officer.

4. Under special circumstances, the District Educational Officer/ Inspectress of Girls' Schools concerned may make the direct payment to the Headmaster of a school or the teachers of the school.

Annexure II

[Vide rule 6(1)]

Payment of Grant

1. Minority schools may be paid grants on the basis of orders from time to time.

3. The grants payable to minority schools are the following namely:-

(1) Staff grant. - The management may be paid full grant to cover the entire approved expenditure on pay and other allowances of the teaching and non-teaching staff including other servants paid from contingencies.

(2) Maintenance grant. - (a) Pre-primary, Primary and Middle School. The management may be paid up to 6 per cent of the assessed teaching grant as maintenance grant for a calendar year.

(b) High School. - The management may be paid maintenance grant equal to the approved expenditure for the preceding financial year on rents, taxes, ordinary repairs, upkeep contingencies and other miscellaneous items, after deducting the Management's contribution determined by Government from time to time.

(3) Training Institutes. - The training institutes may be paid teaching grant. Such grant shall be assessed on the basis of 2/3 of the net approved expenditure on pay to the staff, rent, taxes, repairs and contingencies and of the expenditure on dearness allowance, city compensatory allowance and house rent allowance.

(4) Anglo-Indian Schools. - The Anglo-Indian Schools may be paid full teaching grant. Such grant shall be assessed to the Anglo-Indian Schools on the basis of the approved expenditure on pay and allowances to the staff, rent, taxes, repairs and contingencies after deducting the actual fee income.

Such schools may also be paid other grants specially ordered.

Annexure III

(Vide rule 8)

I. Qualifications for appointment as teachers in minority schools (Regular)

Name of the Post	Qualifications
1. Headmaster (High Schools)	(1) (i) B.A. or B.Sc. or its equivalent; (ii) B.Ed, or B.T. or L.T.; and (iii) Trained Teachers' Certificate or Collegiate Grade. (2) Should have worked as teacher in recognised schools for a period of not less than five years after obtaining. B. T. or its equivalent degree.
(1-A) Headmaster (Elementary and Middle Schools)	(1) (i) S.S.L.C. (ii) T.S.L.C. of Secondary Grade or its equivalent; and (2) Should have worked as teacher in recognised schools for a period of not less than five years after obtaining the T.S.L.C. of Secondary Grade or its equivalent.
2. B.T Assistant	(i) B.A. or B.Sc. or its equivalent; (ii) B.T. or B.Ed., or L.T.; and (iii) Trained Teachers' Certificate or Collegiate Grade.
3. Secondary Grade Teacher	(i) S.S.L.C. (ii) T.S.L.C of Secondary Grade or its equivalent: Provided that the teachers who have passed the Nursery, Montessori and Kindergarten School Leaving Certificate Examination of Secondary Grade shall be employed to handle standards I to II only.
4. Elementary Grade Teacher	E.S.L.C. or its equivalent and Trained Teachers Certificate" of Elementary Grade or its equivalent.
5. 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 L.T. or Secondary Grade Training; or (2)(i) S.S.L.C. Completed; (ii) Oriental Title of any University in the State;

	<p>(iii) Pundits Training Certificate or Secondary Grade Training Certificate:</p> <p>Provided that persons appointed as Tamil Pundits in any school prior to the 1st April 1976 shall be eligible for appointment in any minority school even after 1st April 1976:</p> <p>Provided further that persons who have passed PulavarPanditham Examinations of the Madurai Tamil Sangam to be held up to April 1977 only; with Pundits Training or Secondary Grade Training, are also eligible for appointment as Tamil Pundits in Minority Schools.</p>
6. Pandits of other languages (Languages other than Tamil)	<p>(1) (i) Degree of any University in the State or its equivalent with Oriental language as Special Study; and</p> <p>(ii) Degree or Diploma in Teaching of any University in the State or its equivalent; or</p> <p>(2) (i) S.S.L.C. completed;</p> <p>(ii) Titles or Certificates of proficiency in oriental learning of any University in the State or its equivalent; and</p> <p>(iii) Pandits Training or Secondary Grade Training.</p>
7. Physical Director	A degree in Physical Education of any University id the State or its equivalent.
8. Physical Education Teacher (a) Grade I	<p>(1) (i) A pass in first year B.A. or its equivalent degree; or</p> <p>(ii) Intermediate; or</p> <p>(iii) T.S.L.C. or Secondary grade; or</p> <p>(iv) Senior Basic Grade; and</p> <p>(2) Government Teachers' Certificate of Higher Grade in Physical Education.</p>
(b) Grade II	<p>(i) S.S.L.C. eligible; and</p> <p>(ii) Government Teachers' Certificate in Physical Education.</p> <p>Explanation. - In high schools, the first physical education teacher should be a holder of Higher Grade Certificate. If a Higher Grade Certificate holder is not available, a person with Government Teachers' Certificate in Physical Education may be appointed on a regular basis. However, if any additional Physical Education Teacher is to be appointed, he shall be holder of Higher Grade Certificate in Physical Education.</p>

<p>9. Wood Work Instructor</p>	<p>(1) S.S.L.C. Completed Instructor;</p> <p>(2) (i) Industrial School Certificate; or (ii) Certificate course in Elementary Wood Working (Old Regulation) issued by the College of Arts and Crafts, Chennai; or (iii) Diploma Course in wood work issued by College of Arts and Crafts (New Regulations) Chennai;</p> <p>(3) (i) Technical Teachers' Certificate; or (ii) Craft Instructors' Course certificate of Teachers' College, Saidapet.</p> <p>(4) 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 Standard work factory or institution; and</p> <p>(5) National Apprentice Certificate issued by the National Council for Training in Vocational Trades.</p>
<p>10. Spinning and Weaving Instructor</p>	<p>(1) S.S.L.C. Completed;</p> <p>(2) (i) Artisan course or Instructors course certificate of the Government Textile Institute Chennai; or (ii) Government Technical Examinations certificate (Lower grade); or (iii) Bunayee or KhadiPravisake course (One year) of the All India Spinners Association, Tiruppur; or (iv) Three-year certificate course in Handloom and powerloom weaving issued by the Sri Moolam Rama Varma Technical Institute, Nagercoil awarded prior to 1961; or (v) Twelve months Craftsman Certificate in Handloom Weavers or Sri Moolam Rama Varma Technical Institute, Nagercoil; or (vi) National Trade Certificate awarded by the National Council for Training in Vocational Trades, Government of India, the Director General of Resettlement and Employment, New Delhi, in hand-weaving Trade; or (vii) Diploma in Handloom Technology awarded by the Indian Institute of Handloom Technology, All India Handloom Board, Salem; and</p> <p>(3) (i) Technical Teachers' Certificate; or</p>

	(ii) Craft Instructors course certificate of Teachers' College, Saidapet.
11. Instructor in Gardening and Agriculture	(1) (i) S.S.L.C. completed or its equivalent; (ii) Government Technical Examination Certificate (Lower Grade); and (iii) Technical Teachers' Certificate; or (2) (i) Completed Secondary School Leaving Certificate with thirty-five per cent in Agriculture (theory and practical separately) under the Diversified Course; and (ii) Technical Teachers' Certificate.
12. Instructor in Home Craft	(1) S.S.L.C. Completed; (2) (i) Government Technical Examination (Higher Grade in Needle Work and Dress-making and Higher Grade in Embroidery); or (ii) Industrial School Certificate; or (iii) National Trade Certificate awarded by the National Council for Training in Vocational Trade, Government of India or the Diploma awarded by the Director General of Resettlement and Employment, New Delhi, in Embroidery and needle Work; or (iv) Diploma in costume in costume designing and Dress-making issued by the State Board of Technical Educational and Training, Chennai; and (3) Technical Teacher's Certificate
13. Instructor in Music	(1) (i) Degree with music under Part III; or (ii) (a) S.S.L.C. completed; and (b) SangeethaBhushana of Annamalai University; or (iii) SangeethaVidwan title in music awarded by the Director of Government Examination, Chennai; or (iv) SangeethaSiromani of the Chennai University; or (v) (a) Diploma in Music of the Chennai, Madurai University; and (b) Technical Teacher's Certificate; or (2) (i) S.S.L.C. completed

	<p>(ii) Government Technical Examination Certificate (Higher Grade in Music); and</p> <p>(iii) Technical Teacher's Certificate; or</p> <p>(3) (i) S.S.L.C. completed with forty per cent in Music Theory and practical separately under the diversified course; or</p> <p>(ii) (a) Technical Teacher's Certificate; or</p> <p>(b) Diploma in Music Teaching awarded by the Director of Examination; or</p> <p>(4) Teacher's Certificate in Indian Music issued by the Director of Government Examinations.</p>
14. Drawing Master	<p>(1) (i) Degree with Drawing and painting under Part III of any University of the State or its equivalent; or</p> <p>(ii) Diploma in Painting or Diploma in Drawing of the Annamalai University; or</p> <p>(2) (i) S.S.L.C. completed and Government Technical Examinations (Higher Grade) in Freehand outline and model drawing; or</p> <p>(ii) Government Diploma in Drawing; and (3) Technical Teacher's Certificate</p>
15. Metal Works Instructor, Electric Wiring Instructor, Book Binding Instructor, Leather Work Instructor, Clay Modelling and Paper Making Coir Instructor, Basketing and Ratan Work Instructor.	<p>(1) S.S.L.C. completed; and</p> <p>(2)(i) Industrial School Certificate; or</p> <p>(ii) Government Technical Examination of Lower Grade in the subject; or</p> <p>(iii) Certificate of the Government of India, Director of Resettlement and Employment (Ministry of Labour) Explanation; the Industrial School Certificate should ordinarily be of not less than two years duration and for the particular subject alone and not for number of subjects.</p>
16. Diversified Course: Secretarial Assistant	<p>(1) (i) B.Com., Degree of any University in the State;</p> <p>(ii) (a) B.T. or its equivalent degree;</p> <p>(b) Technical Teacher's Diploma.</p>

	<p>(2) (i) B.Com., issued formerly by the Commissioner of Government Examinations or D.Com., issued thereafter under the State Government Technical Examinations by the Board of Examination (Technical Examination);</p> <p>(ii) Technical Teacher's Certificate.</p>
17. Commercial Instructor	<p>(1) Government Technical Examination in typewriting (Higher Grade); and</p> <p>(2) Technical Teacher's Certificate.</p>
<p>Engineering:</p> <p>18. Senior Instructor</p>	<p>(1) B.E. (Mechanical); or B.E. (Electrical) or a degree equivalent thereto; or</p> <p>(2)(a) L.M.E. or D.M.E. or LM.R. or D.E.E.; or</p> <p>(b) (i) B.Sc. (Physics Main) and Electrical or Mechanical Engineering (Subsidiary); and</p> <p>(ii) Workshop experience or teaching experience in a recognised institution for a period of not less than three years; or</p> <p>(3) B.T. or B.Ed., or L.T. with not less than two years workshop experience or teaching experience in recognised schools.</p>
19. Assistant Instructor	L.M.R. or L.M.E. or L.E.E., L.M.E. with practical experience for a period of not less than one year in- Engineering workshop or as Instructor in recognised technical school.
20. Senior Mechanic	<p>(1) (i) Diploma in Mechanical or Electrical Engineering issued by the State Board of Technical Education and Training Chennai or by any other recognised institution or Board; or</p> <p>(ii) Industrial School Certificate issued by the Department of Industries and Commerce or by the Department of Employment and Training in general mechanical course of Fitting or Motor Mechanic or Turner or Carpenter or Machinist (Composite) Trade or Workshop Foreman Mechanic; or</p> <p>(iii) Craftsman trained Diploma issued by the Government of India in Fitting or Motor Mechanic or Turner or Carpenter or Machinist (Composite) trade; or</p>

	<p>(iv) National Trade Certificate issued by the National Council for Training in Vocational Trades in Fitting or Motor Mechanics or Turner or Carpenter or Machinist (Composite); and</p> <p>(2) (i) Two years' teaching Experience or practical experience; or</p> <p>(ii) Certificate of apprenticeship training issued under the National Apprenticeship Training Scheme by the Directorate-General of Employment and Training and National Council for Training in Vocational Trades in the trades of fitting or motor mechanic or Turner of Carpentry or Machinist (Composite) with two years teaching or practical experience; or</p> <p>(3) National Apprenticeship certificate issued under the Apprentice Act by the National Council for Training in Fitter or Motor Mechanic or Turner or Carpenter or Machinist (Composite) with one year teaching or practical experience.</p>
21. Junior Mechanic	<p>(i) Industrial School Certificate issued by the Department of Industries and Commerce or by the Department of Employment and Training, Tamil Nadu in the Trade of Carpenter and Cabinet Maker; or</p> <p>(ii) Certificate of Craftsman Training Diploma in Carpentry issued by the Government of India or National Trade Certificate in Carpentry issued by the National Council for Training in Vocational Trades; or</p> <p>(iii) Certificate of apprenticeship in carpentry issued under the National Apprenticeship Training Scheme by the Directorate General of Employment and Training and National Council for Training in Vocational Trade; and</p> <p>(iv) National Apprenticeship Certificate in Carpentry issued by the Apprentice Act by the National Council for Training in Vocational Traders; or</p> <p>(v) Craft Instructor Certificates in Wood Work awarded by the Teacher's College, Saidapet.</p>

22. Instructor in Agriculture	<p>(i) B.Sc., Agriculture; or</p> <p>(ii) B.A. or B.Sc., with Agriculture as subject in degree course; or</p> <p>(iii) B.Sc., with agriculture as a subject in the Intermediate; or</p> <p>(iv) B. A., or B.Sc. (Botany or Zoology) with higher grade certificate in Agriculture:</p> <p>Provided that persons possessing the qualification specified above, are not available, any of the qualifications specified below may be deemed as sufficient;</p> <p>Licentiate in Agriculture (Mysore); or S.S.L.C. Eligible or completed with Agriculture Higher Grade and T.T.C in Agriculture; or S.S.L.C. Eligible or completed with Agriculture under the Diversified Course (from 1976)</p>
23. Instructor in Textile Technology	<p>(i) Licentiate or Diploma in Textile Technology; and</p> <p>(ii) Work experience in weaving in a recognised textile manufacturing concern for a period of not less than two years.</p>
24. Instructor in Home Science	A degree in Home science I.T. or P.T. or B.Ed.
25. Drawing and Painting Instructor	<p>(i) Degree in Drawing and painting under Part III of any University in the State or its equivalent; or</p> <p>(ii) Diploma in painting or diploma in drawing of Annamalai University;</p> <p>(iii) (a) S.S.L.C. completed; and</p> <p>(b) A diploma in drawing second class or painting granted by the College of Arts and Crafts Chennai or Government Diploma in Drawing.</p>
26. Instructor in Music	<p>(1) A degree with music in Part III; or</p> <p>(2) (a) A Diploma or title holder in music; or</p> <p>(b) (i) S.S.L.C. or its equivalent; and</p> <p>(ii) SangeethaSiromani or SangeethaBhushanan title.</p>
27. Instructor in Dancing	(i) Diploma in dancing awarded by Kalakshetra,

	<p>Thiruvanniyur, or</p> <p>(ii) Higher Grade Certificate awarded by the Director of Government Examinations, Chennai; or</p> <p>(iii) NatyaVishrda Examinations Certificate conducted by, the Tamil Nadu Music College, Adyar.</p>
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**II. Qualification for appointment as teachers in the minority special schools for the (1) deaf and dumb
(2) blind (3) mentally retarded**

Name of the Post	Qualification are as given below: -
1. Headmaster in the Special Schools for Deaf and Dumb (High School)	<p>(i) B.A. or B.Sc. or its equivalent;</p> <p>(ii) Trained Teachers' Certificate or Collegiate Grade; and</p> <p>(iii) Senior Diploma in Teaching the Deaf and Dumb.</p>
2. Headmaster in the Special School for Blind (High School)	<p>(i) B.A. or B.Sc. or its equivalent;</p> <p>(ii) Trained Teacher's Certificate of Collegiate Grade; and</p> <p>(iii) Senior Diploma in Teaching the Blind.</p>
3. Headmaster in the Special School for the Mentally Retarded (High School)	<p>(i) B.A. or B.Sc. or its equivalent;</p> <p>(ii) Trained Teacher's Certificate of Collegiate Grade; and</p> <p>(iii) Senior Diploma in Teaching the Mentally Retarded.</p>
4. Teachers in the Special School for the Blind (High School) Standard IX to XI:	<p>(i) B.A. or B.Sc. or its equivalent;</p> <p>(ii) Trained Teacher's Certificate of Collegiate; and</p> <p>(iii) Senior Diploma in Teaching the Blind.</p>
5. Teachers in the Special School for the Mentally Retarded (High School) Standard IX to XI:	<p>(i) B.A. or B.Sc, or its equivalent;</p> <p>(ii) Trained Teacher's Certificate of Collegiate grade; and</p> <p>(iii) Senior diploma in teaching the Mentally Retarded.</p>
6. Teachers in the Special School for the Deaf and Dumb (Primary and Middle School Standard):	<p>(i) S.S.L.C. or its equivalent;</p>

	(ii) Trained Teacher's Certificate of Secondary Grade; and (iii) Junior Diploma in Teaching the Deaf and Dumb.
7. Teachers in the Special School for the Blind (Primary and Middle School Standard):	(i) Trained Teachers' Certificate of Secondary Grade; and (ii) Junior Diploma in Teaching the Blind.
8. Teachers in the Special School for Mentally Retarded (Primary and Middle School Standard):	(i) Trained Teachers' Certificate of Secondary Grade; and (ii) Junior Diploma in teaching the mentally retarded.

III. Qualification for the Non-Teaching staff in Minority Schools including training Schools.

Name of Post and Qualification are as given below:-

- | | |
|---|---|
| 1. Clerks including Library Clerk. | S.S.L.C. with eligibility for Public Service. |
| 2. Record Clerk, Laboratory and Library Assistant. | S.S.L.C. completed. |
| 3. Peons. | A Pass in standard VIII. |
| 4. Watchman, Waterman, Gardener, Sweeper and Scavenger. | To read and write Tamil. |

Explanation. - (1) The qualifications prescribed as above for all posts shall be applicable for the appointments to be made in minority schools on or after the issue of these rules.

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

(2) The Director of School Education shall be the authority competent to evaluate and accept other qualification for the purpose of appointments.

Annexure IV

[Vide rule 9(12)(c)]

1. List of registers to be maintained by Pre-Primary Primary and Middle Schools.

- (1) Register of admission and withdrawals.
- (2) Register of Attendance of Pupils.
- (3) Register of Attendance of Teachers.
- (4) Acquittance Roll of Teachers.
- (5) Leave Registers.
- (6) Scale Registers.
- (7) Register of fines.
- (8) Census Registers.
- (9) Mark Registers.
- (10) Stagnation Register. ,
- (11) Register Sheet.
- (12) Register of Scholarship and Acquittance roll.
- (13) Stock Register of articles purchased or received without Government Grants.
- (14) Register of furniture books and appliance purchased out of Government grants.
- (15) Library Stock Register.
- (16) Stock Register of Science Equipments.
- (17) Stock Register of Games Articles.
- (18) Cash Book.
- (19) Visit Book.

2. List of registers to be maintained by High Schools:

- (1) General Cash Book. ,
- (2) General Ledger.
- (3) Special Fees Cash Book.
- (4) Special Fees Ledger.
- (5) Daily Fee Collection Register.
- (6) Term Fee Register.
- (7) Acquittance Register.
- (8) Scholarship Register.
- (9) Concession Register.
- (10) Postage Register.
- (11) Refund Register.
- (12) Admission Register.
- (13) Pupil's Attendance Register.
- (14) Stock Register.
- (15) Staff Attendance Register-Teaching.
- (16) Staff Attendance Register Non-teaching.
- (17) Casual Leave Register.
- (18) Leave other than Casual Leave Register.
- (19) Scale Register.
- (20) A Separate Cash Book and Register for the Amenity Fund.
- (21) Visit Book.

3. List of Registers to be maintained by training institutes:

- (1) Cash Book -General.

- (2) Cash Book-Special Fees.
- (3) Ledger-General.
- (4) Ledger-Special Fees.
- (5) Daily Fee Collection Register.
- (6) Acquittance Register.
- (7) Scholarship Register.
- (8) Stipend Register.
- (9) Postage Register.
- (10) Refund Register.
- (11) Stock Register.
- (12) Staff Attendance Register-Teaching Staff.
- (13) Staff Attendance Register-Non-teaching Staff.
- (14) Casual Leave Register.
- (15) Leave other than Casual Leave Register.
- (16) Leave Register-Pupils.
- (17) Pupil's Attendance Register.
- (18) Admission Register.
- (19) Scale Register.
- (20) Visit book.