

CHAPTER VIII

**ORGANISATION OF INSTRUCTION AND
PROGRESS OF PUPILS**

1. **Courses of instruction** - (1) The Courses of instruction and training in the various types of school shall be in accordance with the curriculum of studies issued by the Director with the sanction of Government.

¹[Provided that in Schools/Classes where the medium of instruction is English, separate periods shall be set apart for teaching Malayalam as may be directed by the Government].

²[Provided further that it shall be competent for the Director to sanction exemption from the study of a language prescribed for the course in exceptional cases such as where the mother-tongue of the pupil is a language other than Malayalam, Tamil or Kannada].

(2) The curriculum of studies for each course of instruction and training shall be organized as to cover the entire period allotted to it and unless otherwise provided in separate rules or orders, shall be divided into annual units suitable for each class.

2. **Text Books-** (1) A list of text books approved and/or prescribed for study in the various classes of different types of schools during any particular year shall be published in the Gazette by the Director with the sanction of the Government before the end of February of the preceding school year and if the books once approved or prescribed are permitted to be in use during the succeeding years also the fact shall be published in the Gazette.

(2) No book which is not included in the published list may be used for the purpose of secular instruction in any class of schools without special permission of the Director.

(3) Headmasters are expected to see that the pupils provide themselves with all the text books necessary for the given course of instruction and with suitable note books, copy books, and materials for exercise in geometry, map- drawing, etc. Headmasters and class teachers are also expected to discourage by every means in their power the use by pupils of cram books, annotated editions of text-books and other unsuitable books of the kind.

3. **School day** – (1) Unless otherwise provided in separate rules or orders the working day for every institution shall consist of five hours, divided into forenoon and afternoon session.

(2) Each session shall be reckoned as on half of a working day, but in Standards working on shift system, each session, shall be reckoned as one working day for the purpose of calculating the pupils attendance.
4. **Time table** – (1) At the beginning of each school year, the Headmaster shall in consultation with the staff council, if any, have a time table of work prepared for the various Standards, showing distribution of teaching work among the teachers and the distribution of available periods among the various subjects.

(2) All arrangements relating to the time-table of work (General organisation, division of work among assistance, etc), shall be a matter for the discretion of the Headmaster and his special responsibility. But all arrangement of the kind are subject to inspection and if they are considered unsatisfactory, must be altered in accordance with the instructions of the Educational Officers.

(3) The Headmaster shall assign to himself such part of the teaching work as will keep him in touch with the general progress of instruction in the institution and may limit his own teaching work so as to leave him sufficient time to attend to his other duties. Headmasters of High Schools and Higher Secondary School should have at least ten periods of teaching work.

(4) Physical Education (Physical drill, Gymnastics, small area games, athletics and organised games) is compulsory and every school should make adequate provision for it in the time- table. It should be seen that every pupil is having regular and systematic exercise in the open air.

All teachers below the age of 45 are expected to actively participate in the physical activities and thus make them a lively programme.
5. **Scheme of work-** (1) At the beginning of the school year, the Headmaster shall in consultation with the staff council, if any have a scheme of work drawn up for any subject in every standard, showing the distribution of the curriculum in that subject for that Standard, over the whole year, divided into convenient sections, weekly, monthly, or otherwise, and providing if possible, sometime for revision.

(2) The Headmaster shall keep himself through with the scheme of work and shall watch the progress of instruction so as to ensure that the scheme of work is adhered to in actual practice as far as possible and make alternations wherever necessary.

(3) Every teacher shall maintain teaching notes and the Headmaster shall from time to time check them with the scheme of work.

(4) The Headmaster shall devote the major portion of the office time to the supervision of teaching work with a view to ascertain whether the work allotted has been satisfactorily done and note in his diary of supervision the fullest details of the same. The Headmaster should also see that suitable reference books are provided and that they are made use of properly by the staff.

6. Dynamic methods of teaching- (1) The methods of teaching in school should aim not merely at the imparting of knowledge in an efficient manner, but also at inculcating desirable values and proper attitudes and habits of work in the students.

(2) They should, in particular, endeavor to create in the students a genuine attachment to work and a desire to do it as efficiently, honestly and thoroughly as possible.

(3) The emphasis in teaching should shift from verbalism and memorization to learning through purposeful, concrete, and realistic, situations and for this purpose, the principles of "Activity method" and "Project Method" should be assimilated in school practice.

(4) Teaching methods should provide opportunities for students to learn actively and to apply practically the knowledge that they have acquired in the classroom. "Expression work" of different kinds, must, therefore, form part of the programme in every school subject.

(5) In the teaching of all subjects special stress should be placed on clear thinking and clear expression both in speech and writing.

(6) Teaching methods should aim less at imparting the maximum quantum of knowledge possible and more on training students in the techniques of study and methods of acquiring knowledge through personal effort and initiative.

(7) A well- thought-out attempt should be made to adopt methods of instruction to the need of individual students as much as possible so that dull, average, and bright students may all have a chance to progress at their own pace.

(8) Students should be given adequate opportunity to work in groups and to carry out group projects and activities so as to develop in them the qualities necessary for group life and Co-operative work.

7. **Medium of instruction** – (1) The medium of instruction in all institutions shall ordinarily be Malayalam. For pupils whose mother tongue is Tamil or Kannada provision shall be made for instruction in their mother tongue if there be sufficient number of pupils.

(2) Under special circumstances, the Director* may, with the sanction of the Government, grant exemption from sub-rule (1) and permit any other language to be used as the medium of instruction in any school and in the absence of any special circumstance the Director* may withdraw such exemption.

³[(3) In schools where a particular language is the general medium of instruction, the Director* may with the previous sanction of the Government permit separate divisions of any standard or all the standards being opened with any other language of any linguistic minority group as the medium of instruction subject to the following conditions:-

Primary Schools:- The minimum strength of the pupils belonging to the linguistic minority group shall be 10 for each standard or an aggregate of 40 pupils in the Lower Primary section and 10 pupils for each standard or an aggregate of 30 in the Upper Primary Section.

High Schools:- The minimum strength of linguistic minority group for each standard shall be 15 or 45 in the aggregate in standards VIII to X. The aggregate strength of 45 for all Students or 15 for each standard shall be computed separately for each one of the academic or diversified courses:

Provided that in the first year of introduction, the minimum strength of Standard VIII shall be 15, in the second year in Standard VIII and IX together shall be 30 and so on:

Provided further that the sanction of Government shall be necessary to discontinue the facilities that existed as on 1-11-1956 for the linguistic minority group.

Note:- The medium of instruction referred to in this rule means the language through which instruction is imparted in non- language subjects and unless otherwise expressed or implied, it means also the language in which answers are to be written in the examinations in non- language subjects.]

⁴[(4) Nothing contained in Sub-rules (1) to (3) shall apply to English Medium parallel divisions].

⁵[7A. In predominantly Tamil or Kannada areas of the State, where Tamil or Kannada as the case may be has been permitted as the medium of instruction under sub-rule (2) of rule 7 the Director may permit or require separate divisions of any standard or all standards being opened with Malayalam as medium of instruction subject to the following conditions:-

- (i) **Primary Schools** - The minimum strength of pupils for Malayalam shall be 10 for each standard or an aggregate of 40 pupils in the Lower Primary section and 10 pupils in each standard or an aggregate of 30 in Upper Primary Sections.
- (ii) **High Schools** - The minimum strength of pupils of Malayalam shall be 15 for each standard or 45 in the aggregate in standards VIII to X. The Aggregate strength of 45 for all students or 15 for each standard shall be computed separately for each one of academic or diversified course].

8. (1) A pupil who has received instruction through any particular language may, with the sanction of the Educational Officer, be admitted to a school where there is no provision for imparting instruction through that language if the guardian undertakes in writing to provide the necessary additional instruction at home to make up for any deficiency.

(2) In the case of a pupil admitted under sub-rule (1) the Headmaster may permit him to write his answers during school examinations in the language in which he had received instruction in the former school. In such case, it shall be the duty of the Headmaster to make satisfactory arrangements for setting question papers in that language and for valuing the pupil's answers.

9. **Moral Instruction:-** Moral instruction should form a definite programme in every school ⁶[x x x] [it should be impressed upon the pupils that the components of a high character are truthfulness and non- violence in thought, word and deed fearlessness, self control and selflessness, respect to superiors and reverence to elders, tenderness to animals and compassion for the poor, humility and diligence, love of one's country and pride in her past and faith in her future, saluting the National Flag and singing the National Anthem and habits of order and punctuality].

The teachers should set the example of a high character before the eyes of the pupils under them and realise the great responsibility which rests upon them in regard to the moral training of those committed to their charge.

10. **Extra- Curricular Activities -** Extra-curricular activities should form an integral part of education imparted in the school and the Headmaster and all the teachers should devote a definite time to such activities.

The following are some of the extra-curricular activities which should be organised in School:-

- (i) **Scouts and Guides activities -** Details are contained in the bye-laws and other publications of the Bharat Scouts and the Guides Association, Kerala State;
- (ii) **The N.C.C. and the A.C.C. -** The activities of the N.C.C. are governed by the National Cadet Corps Act, 1948, and the National Cadet corps Rules issued by the Government of India;
- (iii) First Aid, Junior Red Cross Work, St. John's Ambulance Work; and
- (iv) Hiking, Rowing, Swimming, Tours and Excursions, Debates, Dramas, Drawing and Painting, Gardening, Exhibitions and Melas, and Publication of School Annuals.
- (v) (a) To foster cordiality esprit- de- corps and high social consciousness among the students there may be in every School, a school parliament ⁷[in accordance with the scheme issued by the Director] which shall be the common platform of all students and may encourage sports, cultural and educational activities by organising games, tournaments, discussions, symposia, sramadan etc.
 (b) for the better and efficient functioning of the parliament the teachers shall render all possible assistance and the Headmaster may be the patron of the same.

- 11. Examinations:-** (1) The Headmasters shall be responsible for holding internal written examinations in their schools to test the progress of the pupils and to decide their promotion from Standard to Standard in consultation with the staff council, if any.

⁸(2) There shall be one examination (Final) for every Standard for every year in ⁹[March] according to time- tables set sufficiently early].

(3) It shall be the duty of every teacher to render such assistance as may be required by the Headmaster in the setting of question papers, the supervision of the examinations and the valuation of answer papers. Strict secrecy shall be maintained in the preparation of question papers, which should be approved by the Headmaster after scrutiny as to their suitability for the students.

The valuation of answer papers should be completed before the dates prescribed by the Headmaster, who should test the valuation after it is completed. The Headmaster is however competent to revise the marks awarded by his assistants as he may consider necessary, but the reasons for and the extent or nature of such revision must be clearly recorded and the matter be placed before the staff council, if any.

- 12. Mark Register -** (1) There shall be a Mark Register in every school in which shall be entered.

- (a) The marks obtained by the pupil in each subject in each examination;
- (b) The pupil's percentage of attendance together with the authority, if any, for exemption in cases of shortage of attendance, and
- (c) The Headmaster's orders as to whether the pupil is promoted or detained.

Note:- On no account shall any marks entered in the Register be altered except for the purpose of correcting a material error and the reasons for such alteration must be made the subject of record. Headmasters shall keep all Mark Registers under lock and key and will be personally responsible for the entries of marks.

(2) In the case of pupils of Secondary School Standards a Progress Register shall also be maintained in Form 7.

If a pupil is transferred from one school to another, Headmaster of the former school should forward to the Headmaster of the latter school a copy of the pupil's Progress Register made up to date. The latter

Headmaster should enter the details in his Progress Register. He should note at the top of each page, in red ink, the name of the school from which the pupil has come. For this purpose, loose sheets similar to the pages of Progress Register should be kept by the Headmasters and these should be kept under lock and key.

(3) The Headmaster is expected to intimate the progress of every pupil to his guardian from time to time through progress cards or in such other manner as he may deem fit. ¹⁰[The progress cards will be in Form 8 for the Standards I to IV and in Form 8A for Standards V to X].

13. Promotions and Detentions - ¹¹[(1) Promotions shall be made to the next higher standard on the basis of the pupils performance as assessed by the periodical tests and on the basis of the final examination].

(2) The Headmasters in the case of all types of schools shall intimate the basis of promotion for each Standard to the Educational Officer sufficiently early and get his approval therefor; and shall enter the approved basis in the Mark Register over his signature.

(3) Every pupil who is eligible for promotion under sub rules (1) & (2) and who has secured the minimum attendance prescribed in the Rules shall be promoted to the next higher Standard.

(4) Exceptional cases of promotion which may arise shall be referred to the Educational Officer for decision.

(5) The lists of names of pupils promoted from each Standard shall be published under the dated signature of the Headmaster on such date as may be prescribed by the Educational Officer. The promotion list shall remain pasted on the notice board of the first fifteen working days in the new school year after which they shall be removed and preserved in the school records.

(6) ¹²[In the case of High & Primary Schools] simultaneously with the publication of the promotion lists the Headmaster shall send to the Educational Officer a copy of the lists with the approved basis of promotion and such other information as the Educational Officer may require.

¹³[(7) x x x]

Note:- A cumulative record of progress shall be maintained for each pupil from Standard I to Standard IX which should be transferred to the school along with the pupil when a Transfer Certificate is issued. This record also should be taken into account for the promotion of the pupil.

(8) No alteration shall be made in the promotion lists except with the sanction of the Educational Officer.

(9) Promotions shall be made on the re-opening day and no other day except under orders of the Educational Officer.

(10) The promotion of pupils who do not have the prescribed attendance requires the sanction of the Educational Officer. In deciding the cases of such pupils, Educational Officers shall be guided by the following considerations;

- (a) that the pupil whose work throughout the year (and his previous record may also be looked into) is really good and full of promise should not be made to lose a year even if his attendance is less than the prescribed minimum.
- (b) that the average pupil who just gets the bare minimum marks for pass deserves only a slight concession in the matter of attendance.

(11) No pupil in the ¹⁴[Xth] Standard shall be prevented from appearing for the S.S.L.C examination merely on the ground that he has not shown sufficient progress in his studies in that class provided that a pupil may be so prevented if he has not the requisite attendance in the classes or has not paid all fees required to be paid under the rules. Where a pupil is proposed to be prevented from so appearing on ground other than those specified above; the prior approval of the Director shall be necessary.

(12) All Examination papers, Answer papers and Mark Lists, Teachers Reports and other connected records used in determining the promotion of pupils shall be preserved until the annual inspection of the school in the year following that to which they refer.

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- 1. Added by notification in K.G. 451 dated 11-4-97.
 - 2. Added by notification in Gazette dated 12-11-1963.
 - * Delegated to Deputy Directors (Education)
 - 3. Substituted by notification No. G.O (MS) 577/63 dated 04-09-1963 published in gazette No. 39 dated 1-10-1963 for;

4. Added by G.O. (P) 215/69/Edn. 22-05-1969 published in gazette dated: 03-06-1969 in gazette dated 27-6-1972. Inserted by notification in gazette dated 3-6-1969.
5. Added by G.O (P) 81/72/S.Edn. dated: 14.06.1972 in Gazette dated 27-06-1972.
6. Substituted by the G.O. (P) 186/86/G.Edn. dt. 25-11-86 (SRO No. 89/87) published in Gazette No. 4 dt. 27-01-1987.
7. Substituted by G.O (P) 130/71/S.Edn. dated 23.09.1971 published in Gazette dated: 12-09-1972.
8. Amended by G.O. (P) 164/70 dated: 04-04-70, for:- (2) There shall ordinarily be three examinations for every standard every year, the first examination in September, the second in December, and the annual examination in March according to time tables set sufficiently early".
9. Substituted by G.O (P) 68/71/S.Edn. dated: 04-06-71.
10. Substituted by notification in gazette No. 20 dated 15-5-1962.
11. Substituted by G.O (P) 164/70 Dated: 04-04-1970 published in gazette dated 21-4-1970 for:- (1) promotions shall be made to next higher standard on the basis of the pupils performance in the standard in the examinations".
12. Substituted by G.O (P) 65/72/S.Edn. dated: 05/05/72 and for "in the case of Secondary Schools" by notification in gazette dated 6-6-1972.
13. Deleted by G.O (P) 65/72 dated: 05/05/72 and notification in gazette dated 6-6-1972. for "7) in the case of Primary Schools (Lower and Upper) including Basic Schools the promotion lists with the approved basis and any other relevant information should be sent to the Educational Officer and got approved by him before they are published under the dated signature of the Headmaster".
14. Substituted by G.O (P) 198/63 dated: 23-03-63 published in Gazette dated: 09-04-1963 for "XI".