



“சூற்க கசடறக் கற்பவை கற்றபின், சூற்க வதற்குத் தக”

BY LAWS  
OF THE  
JAFFNA HINDU COLLEGE.

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# BY-LAWS OF THE JAFFNA HINDU COLLEGE

—Framed under Article 13 of the Ordinance for  
Incorporating the Board of Directors of the  
Jaffna Hindu College (Ordinance No. 6 of 1902.)

## I. PRELIMINARY.

The Jaffna Hindu College shall consist of three departments:-

- (a) The Collegiate Department—consisting of the classes preparing for the Cambridge Senior Examination and the London University Examinations;
- (b) The Secondary Department—consisting of Forms I. to III; the E. S. L. C. and the Cambridge Junior classes; and
- (c) The Preparatory Department consisting of special year classes and standard V.

2. The calendar year shall be the college year beginning on 1st January and closing on 31st December.

## II. MANAGEMENT.

3. The College shall be managed by a Board of Directors elected according to the provisions of the Ordinance of Incorporation.

4. The Board shall have the following office-bearers:—a President, a Vice-President, a Manager, a Secretary, an Asst. Secretary, a Treasurer and an Auditor—the Auditor having no voice or vote in the deliberations of the Board. These office-bearers shall be elected according to Art. 12 of the Ordinance of Incorporation.

5. The executive of management shall be vested in a Standing Committee consisting of not less than 8 nor more than 10 members. The office-bearers of the Board—with the exception of the Auditor—shall be *ex-officio* members as well as office-bearers of the Standing Committee. Of the other two or four members of the Standing Committee, the Principal of the College shall be one *ex-officio* while the other or others shall be elected according to Art. 16 of the Ordinance of Incorporation.

6. No member of the Board of Directors or of the Committee of Management thereof who is in receipt of a salary from



the Board shall be entitled to be present or to vote at any meeting of either body when matters affecting him personally are under discussion.

7. The Board shall ordinarily meet four times a year—once in January, then in April, then in July and lastly in October. The January meeting shall be the Annual General Meeting. The meetings shall be convened as provided for in the Ordinance of Incorporation. The quorum for a meeting shall be 9.

8. For every meeting of the Board at least seven days' notice shall be given by the Secretary. He shall convene a special meeting of the Board on a written requisition of not less than five Directors or at the instance of the Standing Committee. Such requisition shall always state the business proposed to be done at the meeting. In every notice convening a meeting of the Board, the Secretary shall state the business to be transacted at the meeting.

9. The order of business at an ordinary meeting of the Board shall be:—

- (1) Confirmation of the minutes of the previous meeting;
- (2) Business of which notice has been given; and
- (3) Any other business which the meeting may unanimously consider necessary to be dealt with, except any measure involving expenditure of the College funds.

10. The Annual General Meeting of the Board shall concern itself particularly with the following matters:—

- (a) Election of new members;
- (b) Election of office-bearers;
- (c) Election of the Standing Committee; and
- (d) Consideration of the Annual Budget.

11. The Annual Budget shall be circulated among the Directors together with the Treasurer's statement of accounts at least one week before the Annual General Meeting.

12. At all meetings of the Board, the President, or, in his absence, the Vice-President shall preside. If both should be absent the members present shall choose one from among themselves to preside on the occasion.

13. At all meetings of the Board, all questions shall be decided by a majority of votes of those present; and when the votes (including that of the presiding member) are equal, the presiding member shall have a casting vote.

14. If the business before any meeting of the Board is not completed at one sitting, the meeting may be adjourned to any other day appointed at the sitting. A meeting may also be adjourned if a resolution to that effect is passed by a majority of the members present.

15. For all meetings of the Standing Committee, the Secretary, who may convene a meeting on his own initiative, shall give at least 24 hours' notice to all the members of the Committee. He shall also convene a meeting on a written requisition of not less than three members or of the Manager or President. Such requisition shall always state the business proposed to be done at the meeting. In every notice convening a meeting of the Committee, the Secretary shall state the business to be transacted at the meeting. Five members shall form the quorum.

16. No question decided at a meeting of the Board shall be reconsidered by the same body before the expiration of at least three months from the date of such decision except by consent of all the members present, provided that the number so present be not less than two-thirds of the entire body.

17. By-Laws, 11, 12 and 13, shall *mutatis mutandis* apply also to meetings of the Standing Committee.

18. The order of business at a monthly meeting of the Committee shall be:—

- (a) Consideration of monthly returns and the reports of the Treasurer, the Manager and the Principal (By-laws 27, 31, 47, and 48);
- (b) Confirmation of the minutes of the previous meeting;
- (c) Appointments, promotions, increase of pay, leave, transfers, etc.;
- (d) Other business of which notice has been given;
- (e) Any other business which the meeting may unanimously consider necessary to be dealt with.

19. The Secretary shall see that all reports and returns mentioned in these By-laws are rendered in proper time and that they are laid on the table at the meeting of the Standing Committee.

20. The Secretary shall record in a book kept for the purpose the minutes of all meetings both of the Board and of the Standing Committee, and he shall be the custodian of all records other than



those to be kept by the Treasurer or by the Principal (By-laws 25, 47 and 53) and also of the title deeds belonging to the College.

21. The Secretary may delegate any part of his work to the Asst. Secretary.

22. No resolution of the Standing Committee involving expenditure shall be carried out before it receives the approval of the Board; provided that the Standing Committee shall have power to pass and carry out any resolution involving a new expenditure not exceeding Rs. 250/- which resolution shall be placed for the confirmation of the Board at the next meeting.

23. At the meeting of the Standing Committee held in January before the Annual General Meeting of the Board, the Secretary shall place before the Committee the Treasurer's Balance Sheet, and a Budget of the income and expenditure based on a statement of the probable receipts and expenditure of the College furnished by the Principal. This Budget shall be discussed and passed by the Standing Committee with such modifications as may be deemed necessary, and, when so passed, it shall be placed before the Annual General Meeting of the Board.

24. In the absence of the Secretary and the Asst. Secretary from any meeting of the Board or of the Standing Committee, the members present shall choose one from among themselves to act as Secretary for that meeting.

25. The Treasurer shall be in charge of all the funds of the College (including endowment funds, fee-collections, grants, securities, &c., &c.) and he shall keep a regular account of all receipts and payments under the different heads. He shall also keep in his custody all subscription lists and all vouchers in respect of moneys passing through his hands.

26. The Treasurer shall not at any time have in his personal custody more than five hundred rupees. The balance shall be deposited or invested in such manner as may from time to time be approved by the Board of Directors.

27. The Treasurer shall submit to the Standing Committee at every ordinary monthly meeting a statement showing the receipts and payments of the previous month and particulars of the balance in hand.

28. On or about the last day of every month, the Principal shall cause to be prepared an abstract of the salaries payable for the month to the members of the college staff (tutorial, clerical, and

menial) and submit it to the Manager for payment on or before the 10th of the succeeding month.

29. All pay-orders shall be passed by the Secretary and signed by the Treasurer when paid.

30. The Manager shall have the general supervision of the College and shall be the medium of communication between the Committee and the Principal of the College. He shall also carry on correspondence connected with the College with the Department of Education subject to the control and advice of the Committee.

31. The Manager shall have power to appoint or to suspend Professors and other teachers *protem*, when immediate action is necessary, and he shall report such action to the Standing Committee before its next meeting.

32. During the illness or absence of the Manager from the District of Jaffna, the Secretary shall have the power of acting for the Manager.

33. Subject to Art. 12 of the Ordinance of Incorporation, the Standing Committee shall have power to fill up its own *interim* vacancies.

### III. TEACHING STAFF.

34. All appointments to the teaching staff shall ordinarily be made and salaries fixed by the Standing Committee subject to Article 17 of the Ordinance of Incorporation.

35. The Standing Committee shall have the power when making any appointment to stipulate that any fixed term of service at the beginning shall be treated as a period of probation.

36. Every member of the teaching staff shall on appointment receive an order from the Manager stating the conditions of the appointment and all such orders shall be entered in a book kept for that purpose.

37. No member of the staff shall sever his connection with the College except on giving two months' notice to the Manager of his intention to do so. Similarly no teacher shall be discharged unless he is given two months' notice of discharge. But this clause shall neither prejudice any special agreement made in the case of any individual teacher nor preclude the Standing Committee from discharging any teacher for misconduct.

The provisions of this by-law shall not however apply to teachers employed temporarily.



38. The Principal shall have the immediate supervision and control of his Assistants (Professors and other Teachers) and shall be the medium of all communications which such Assistants may desire to address to the Manager. The Principal shall forward to the Manager every such communication.

39. All Teachers shall be present in College every working day at least five minutes before the commencement of each session and shall sign the Teachers' Attendance Register (By-law 47) and mark the time of attendance. If any teacher fails to sign the Attendance Register for any session, he shall be considered to have absented himself without leave for that session. Late attendance exceeding an aggregate of 15 minutes in a month shall be placed by the Principal before the Standing Committee to be dealt with by that body.

40. No Teacher shall leave the College before it closes, without the permission of the Principal. In the case of the Principal, he shall report the fact to the Manager, on every occasion he may leave the College before it closes.

41. The Principal may for just and sufficient reason grant casual leave of absence to his Assistants for a period not exceeding three consecutive working days if they make satisfactory arrangements for carrying on their usual work in College during their absence. Leave of absence, however, must ordinarily be obtained before it is availed of. Exceptional cases will be considered on their merits.

42. The total amount of leave thus allowed shall not exceed 14 days in the year.

43. All applications for longer periods of leave shall be considered and disposed of by the Manager subject to the approval of the Committee.

44. All Teachers shall do faithfully and to the best of their ability all the work allotted to them in the Time-Table and shall also be bound to perform similarly all such additional work as the Principal may assign to them.

45. No Teacher on the staff of the College shall engage in any other occupation or profession without the written permission of the Standing Committee. Such permission, when once given, may be withdrawn by the Committee at any time without any reason being assigned.

46. The Principal may be assisted in the internal management of the College by one of his assistants, who shall be styled Vice-Principal.

47. The Principal shall keep a Register of his attendance and of his Assistants and also a Leave Register, and present an abstract of the same monthly for the information of the Standing Committee, together with any remarks that may seem to him necessary.

48. The Principal shall after due enquiry report all cases of negligence, misconduct or insubordination on the part of his Assistants to the Manager, who shall place them before the Committee to be dealt with by that body if he cannot otherwise adjust the same.

49. The admission and withdrawal of pupils shall be in the discretion of the Principal; the dismissal of pupils shall be made by the Principal after consultation with the Manager.

50. It shall be part of the duty of the Principal to collect with the aid of the College Accountant the fees (and any fines) due from the pupils and to remit the collections every day to the Treasurer.

51. The College clerical staff shall keep all the Registers (except the Log Book), prepare all statements and returns and do all such other work as may be assigned to them by the Manager, the Secretary, the Treasurer and the Principal.

52. The Principal shall see that all Registers prescribed by the Education Department and the following Registers, are duly maintained:—

- (a) A Visitors book.
- (b) A Log book.
- (c) An Instruction book to Teachers.
- (d) A Time-Table and an outline of Syllabus for the whole College.
- (e) A Progress Register of class work.
- (f) An Examination Register.
- (g) A File of correspondence, certificates, etc.
- (h) Inward and outward registers of letters.
- (i) A Fee Register.
- (j) A Stock book.
- (k) A Catalogue of the Library.
- (l) A Library Register.
- (m) A Record of the Minutes of Teachers' meetings.

53. Towards the close of every College year, the Principal shall submit through the Manager to the Standing Committee a



report on the working of the Institution during the year; and the Committee shall take such action on it as may be called for in the interests of the Institution.

54. Subject to the control of the Manager the entire internal management of the College shall vest in the Principal who along with the Manager shall be responsible for the efficiency of the College and the maintenance of discipline.

#### IV. RELIGIOUS INSTRUCTION.

55. The College shall commence and close every day with the singing of a verse in Thevaram or Thiruvacakam and another in Puranam.

56. The first half hour of every day shall be ordinarily devoted to Hindu Religious Instruction. It will be optional for non-Hindu students to attend religious classes.

57. All text books on Religious Instruction shall be approved by the Standing Committee.

58. Religion shall be included among the subjects prescribed for the Terminal Tests.

#### V. FEEDER SCHOOLS.

59. The Standing Committee shall have power to appoint suitable persons as Local Managers and Local Committees of Feeder Schools and to determine the powers and duties of such Local Managers and Local Committees. But all correspondence in respect of Feeder Schools with the Education Department shall be carried on by the Manager of the Hindu College subject to the control and advice of the Committee.

60. These By-laws shall also generally apply *mutatis mutandis* to Feeder Schools affiliated to the College; and the Standing Committee shall have power to make such additional rules as they may deem fit for individual Feeder Schools.

#### VI. ADMISSION, WITHDRAWAL AND ATTENDANCE OF PUPILS.

61. Pupils seeking admission may be required to pass an entrance examination graded according to the class to which admission is sought.

A pupil who seeks admission must be in possession of a record-sheet from the school or college he has last attended and a birth certificate. Admission may be refused if the record-sheet has not been satisfactory or for any reason the Principal deems adequate,

62. The first month's fees together with the miscellaneous fees for the form or the year and an admission fee of Re. 1 - in the case of the preparatory classes and Rs. 2/- in the case of classes higher up must be paid on the day of admission.

63. The Principal may, without disclosing reasons, send a pupil home for chronic indifference to work or gross misconduct or irregular attendance or any other remissness.

64. (a) Pupils absent from school without leave are fined 25 cts. per day. In case of sickness, the parent or guardian is expected to inform the Principal in time; in default, the fine will be charged from the second day.

(b) Any pupil absent for three weeks without explanation may not be permitted to return to class except on payment of a penalty of Rupee one or Rupees two according as the defaulter belongs to the preparatory classes or classes higher up.

#### VII. FEES.

65. Fees levied according to Schedule (vide College Calendar, 1931, page 39) shall be payable monthly, on or before the 10th of the month for which they are due, and in January, May and September, within 10 days after the beginning of the term. In cases where the last day for payment of fees happens to be a holiday, they may be paid on the next working day. If they are not paid by the due dates, a fine of 25 cents will be levied in every case of default.

66. Pupils whose fees are in arrears beyond the end of the month for which they are due will be sent home. Pupils sent home for non-payment of fees will be treated as being absent without leave.

67. Every pupil who studies science-subjects must deposit Rs. 5/- on admission. This amount, less any charge for breakage or other damage, remaining unpaid will be refunded when the pupil leaves the College. Charges for breakage and damage shall be paid every term.

68. No reduction of fees is made for absence due to illness or any other cause unless the period exceeds one term.

69. If, however, a pupil has been absent owing to illness or other good cause during the greater part of a month, the Principal may in his discretion remit a part not exceeding one half of the fee (proportionately calculated) for the period of absence.



70. The terminal fees (stationery and games) referred to in the Schedule are payable on or before the 10th of February, June and October of every year.

71. No pupil shall be granted any certificate of any kind unless he shall have paid all fees due from him (together with fines if any).

### VIII. SCHOLARSHIPS.

72. A limited number of Scholarships is available annually for the benefit of deserving pupils who are unable to pay school-fees. Application must be made before the end of December each year. The sons of teachers of the College and its branch schools will generally be deemed to be deserving of free tuition.

73. If there are three brothers attending the College, the youngest may be treated as a free-scholar; if there are four brothers attending, the eldest may be treated as a free-scholar.

74. Special attention will be paid to the work, attendance, and conduct of free-scholars, which, if found unsatisfactory, may result in the Principal's reducing or cancelling the scholarship. This applies to all classes of free-scholars.

75. All classes of free-scholars must pay games, library, stationery and other miscellaneous fees.

76. Endowed scholarships shall be awarded according to the rules of the endowment. The scholarship amounts shall be payable in monthly instalments and shall be paid not later than the day fixed for payment of fees (By-law 65). The tuition fees of the scholars shall be deducted from the value of the scholarships.

77. An endowed scholarship shall be forfeited,

- (a) if the holder fails to give continued satisfaction in the subject or subjects for which the scholarship is held, or
- (b) if the conduct of the holder is unsatisfactory, or
- (c) if the holder absents himself without leave for over fifteen consecutive working days.

### IX. MISCELLANEOUS.

78. No corporal punishment shall be inflicted on the pupils of the college by the teachers, who shall report cases requiring such punishment to the Principal, who alone is empowered in his discretion, to give, with a light rattan, on the palm of the hand cuts not exceeding six in number. In no case shall caning be done in public.

79. No fine shall be imposed nor any collections made by any Teacher except by the Principal, and all fines shall be credited to the College funds at once like any other collection. Such fines and collections shall be remitted by the Principal to the Treasurer as soon as collected.

80. There shall be an Inventory Book in which all the movables belonging to the College shall be entered classified under the following Heads:—

- (a) College (including the Elementary and Preparatory Departments).
- (b) Boarding.
- (c) Laboratory.
- (d) Library.

81. When any new article is purchased or otherwise acquired, it shall be entered in the Inventory Book under the proper heading if it is a durable article, and the fact shall be noted in the payment Voucher before it is passed by the Secretary.

82. A verification of the several articles mentioned in the Inventory Book shall be made at the end of every financial year by a committee appointed for the purpose by the Standing Committee. Any loss or shortage shall be made good by the member or members of the staff who are in charge, if the loss or shortage is not satisfactorily explained.

83. A College Calendar, not inconsistent with these By-laws, shall ordinarily be published in January of each year; and the Principal may include in it such items as are desirable and necessary for the pupils and the public to know in relation to the working of the College.

84. These By-laws shall come into force from the 25th day of December 1932, and shall remain in force till they are revoked or altered by the Board of Directors.

Approved by the Board of Directors at a meeting held on the 24th day of December, 1932.

**A. Ambalawanan,**

*The Secretary,*

*B. of D., Jaffna Hindu College.*







