

CONFIDENTIAL.

CIRCULAR No. 30/4A-57a-23.

TO ALL DIVISIONAL INSPECTORS OF SCHOOLS; THE INSPECTRESSES OF GIRLS' SCHOOLS; THE PRINCIPALS, PRESIDENCY, SANSKRIT, BETHUNE, DAVID HARE TRAINING AND DACCA TRAINING COLLEGES; THE PRINCIPALS, CALCUTTA, DACCA AND CHITTAGONG MADRASAH; THE SUPERINTENDENT, HOOGHLY MADRASAH; AND THE PRINCIPAL, EDEN HIGH SCHOOL FOR GIRLS, DACCA.

Dated Calcutta, the 16th July, 1923.

SIR,
MADAM,

I have the honour to forward herewith, for your information and guidance, a copy of Government letter No. 1438 Edn., dated 21st April 1923, laying down certain principles for the recruitment of Assistant Head Masters of High Schools. These principles will be applied *mutatis mutandis* to the selection of officers for appointments in similar ranks in Girls' High Schools as well as in first grade Training Schools. This office will also apply them in selecting Assistant Head Masters and Mistresses for recommendation to Government as Heads of institutions.

2. Government desire that a panel of teachers, considered eligible for promotion to the post of Assistant Head Master, should be maintained. This office will, in compliance with these orders, and in furtherance of the spirit underlying them, maintain four select panels; one of Assistant Head Masters or others, considered fit for promotion or appointment to the rank of Head Master; a similar panel for Assistant Head Mistresses or others, considered fit for promotion or appointment to the rank of Head Mistress; a third panel of Assistant Masters, considered fit for promotion or appointment to the post of Assistant Head Master; and a fourth for Assistant Mistresses, considered fit for promotion or appointment to the post of Assistant Head Mistress. In order to facilitate the collection of the detailed information necessary for the preparation of the panels, a special form of confidential report has been drawn up by this office in consultation with Divisional Inspectors of Schools. A copy of the form is enclosed herewith. It does not supersede the existing form, but is intended for use only in the case of persons recommended by you for inclusion in the panels.

3. I have to request you to submit your recommendations with reports on the persons recommended for inclusion in the panels in the special form prescribed for the purpose before the 1st December 1923. Divisional Inspectors will each recommend not more than five names for each of the panels with which they are concerned in accordance with the principles laid down by Government and *arrange them in order of minority*. If none of the persons selected is a Moslem, an additional selection—a Moslem—should be made in the case of the panels of Assistant Head Masters and Head Masters. All other officers will each recommend one person only for inclusion in each relevant panel, except in cases where teachers of very special merit in excess of one are under their control.

4. The selection should be made from amongst the English teachers in Government High and first grade Training Schools and in Senior Madrasahs as well as from amongst the head teachers of Government Middle English Schools, the Junior Madrasah at Rajshahi and the Guru Training Schools of the improved type, after personal inspection of their work. Selection may also be made from teachers employed in private or aided schools, subject to inspection by you, whose age does not exceed 32 years, but in this case teachers of very unusual ability only should be included in your list.

5. In submitting your recommendations for the Assistant Head Teachers' panel you should enclose a list showing the names of all English teachers in the scale of Rs. 75—5—200 in your jurisdiction who are superseded by your recommendations, stating briefly against each name the reasons for which you do not consider the superseded teacher qualified for inclusion in the panel. The same course should be followed in the case of Assistant Head Teachers omitted from the Head Teachers' list.

6. In future you will submit further recommendations at intervals as called for by this office, revising your previous nominations, however, at any time should this appear to you necessary.

7. Your nominations and reports should be treated as confidential.

8. ~~The special form for confidential reports is being standardised and printed. In future you may include this form along with other forms in your annual indent.~~

9. I have to impress upon you that this new system of making promotions or appointments will require the utmost care on the part of local officers, if it is to be successful. No teacher should be recommended for the promotion in question unless regarded by the reporting officer as thoroughly fit for it, even though the application of this standard would prevent any recommendation whatever being made. Your reports should be as full as possible, and should not be monosyllabic or perfunctory, as is to some extent inevitable when reporting on large numbers of teachers. As the final lists will be selected in this office, and will be constituted after a consideration of the nominations of all our local officers, in the course of which one-half or two-thirds of the names recommended will be exercised, it is obvious that any neglect on your part to supply this office with the fullest material for a judgment will operate to the disadvantage of teachers recommended by you. You should therefore fill up each heading of the new confidential report form in the fullest possible detail.

I have the honour to be,

SIR,

MADAM,

Your most obedient servant,

W. W. HORNELL,

Director of Public Instruction, Bengal.

No. 1438 Edn., dated Calcutta, the 21st April 1923.

From—J. N. ROY, Esq., O.B.E., Secretary to the Government of Bengal,
Education Department,

To—The Director of Public Instruction, Bengal.

THE HON'BLE MR. P. C. MITTER, C.I.E.,
Minister in charge.

I am directed to address you on the subject of the selection of Assistant Head Masters of Government High Schools.

2. Under the scheme for the improvement of secondary education in Bengal, headmasterships of Government high schools have been raised to the Bengal Educational Service. As Head Masters are mostly recruited by selection from Assistant Head Masters, the Government of Bengal (Ministry of Education) have had under consideration for some time past the question of improving the method of recruitment for assistant headmasterships. They are impressed with the necessity for a careful scrutiny of the qualifications of teachers before they are selected for appointment to these posts. With this object in view Government (Ministry of Education) desire that the Director of Public Instruction should maintain in future a panel of teachers who may be considered eligible for such appointment in order of priority. This panel should contain names about one and a half times the number of anticipated vacancies during the next two years, with some Muhammadan names in addition to provide teachers of this persuasion for schools for which such appointment is essential. In selecting names for the panel due weight should be given not merely to the possession of academic degrees and to seniority in service, but also to professional qualifications, the possession of a diploma in teaching, aptitude for developing the corporate life of a school, such as interest in games and sports, force of character, power of maintaining discipline, capacity for control, originality in work, a satisfactory record of teaching experience in Government or private schools and such other qualities as inspire confidence. Bona fide teachers in private schools with special qualifications may be admitted to the panel up to the age of 30 or even of 32. On the occurrence of a vacancy, permanent or acting for six months and over, the Director of Public Instruction should select an officer from this panel, the order of priority not being absolutely binding. Continued good work as Assistant Head Master would qualify for appointment to the Bengal Educational Service as Head Master.

3. The Government of Bengal (Ministry of Education) also desire that a copy of the list, which should be treated as a confidential document, together with a statement of the qualifications of the teachers included therein, should be submitted to Government twice, once in January and again in July each year, for information and any modification which the Minister may deem fit to order.

FORM.

CONFIDENTIAL REPORT.

*(For teachers recommended for promotion or appointment to the rank of
Head Master or Assistant Head Master, etc.)*

1. Name ...
2. Designation ...
3. Pay (scale and actual amount) ...
4. Date of birth ...
5. Home district ...
6. Actual duty on which employed (*i.e.*,
the subject and classes taught).

7. Academic degrees (state class or divi-
sion, whether Honours or Pass, also
the subjects taken).

8. Professional qualifications (*e.g.*, B.T.,
L.T.—class or division to be stated
—diploma in teaching, etc.).

9. Length and nature of teaching experi-
ence—
 - (i) in Government service ...
 - (ii) in private service ...

10. Physical capacity (specific training in drill games played and teams played for, if any and when, to be mentioned).

11. Character—

(a) Social (including tactfulness in dealing with fellow officers, teachers, parents and pupils.

(b) Moral.

12. Aptitude for developing corporate life in educational matters (*e.g.*, interest in games and sports, debating societies, managing clubs, etc.).

13. Power of maintaining discipline ...

14. Power of organisation (details to be given, including experience in, and capacity for, office work, if known).

15. General health (state the amount of sick leave taken during past five years).

16. Originality in work (give details) ...

17. General impression of teaching capacity (to be filled up by Divisional Inspector or Principal, etc., after hearing a lesson).

18. Any special aptitudes (*e.g.*, musical, scientific, literary, etc.).

19. Other qualities (showing *prima facie* fitness for special promotion, if any).

20. General remarks on discharge of duties (mention here anything known to you of an adverse nature, *e.g.*, past bad reports, if any).

21. Personal appearance and general impression (*e.g.*, smart, brisk, untidy, careless of appearances, etc.).

22. What promotion or appointment recommended (Headship or Assistant Headship).

Signed.....

Designation.....

Dated the.....1923.

**Special Note by Divisional Inspector of Schools, Inspectress, Principal, etc.,
summarising the reasons for the recommendation made.**

Signed.....

Designation.....

Dated, the.....*1923.*