

RECOMMENDATIONS

Administration Officer

1. The Organization Chart displayed in the College Office must be changed to fall in line with that prepared by M/s.SJMS Associates and displayed so that all know that the Administration Officer is second in line.
2. The Administration Officer must work in line with the duties spelt out for him. He must report to the Headmaster all matters that are required to be brought to his attention.
3. The Administration Officer must ensure that the Minor Staff attend to the duties entrusted to them, particularly that of the Gardens, Roads, being regularly pruned, swept, cleaned etc. So also all areas reserved for Sports Activities must be maintained. This includes the Main Grounds, the Badminton, Basket Ball, Volley Ball and Squash Courts, the Swimming Pool etc. He must also ensure that the Pantry, Kitchen and Dining Halls are kept immaculately clean. He must further ensure that the Toilets, particularly the Night Toilets, of the Keble Dorm are cleaned regularly; that the Vehicles are maintained and serviced regularly and not misused.
4. The Administration Officer must complete preparing the School Inventory without further delay. This should include all furniture in Class Rooms, Dorms, Staff Quarters, and also all equipment in the Kitchen, Pantry, Sports Activities and the Laboratory etc.
5. A List must be made of all Unoccupied, Unused Rooms, and Quarters etc.
6. All unserviceable furniture must be removed to the Carpentry/Maintenance Shed.
7. The Administration Officer must ensure that the Staff perfect and return the Data Sheet, giving their Civil Status, and details regarding the Spouse, Dependant Children, Date of Commencement of Employment, Initial Salary, Present Salary, All Allowances and Extra Incentive Payments, Qualifications, Experience, Subjects and number of Periods taken per week, all Extra Curricular Activities or Work undertaken etc, etc.

Staff

8. Members of the Staff should not entertain in their quarters and have as Visitors outsiders. They should at all times maintain the highest standards of moral propriety so that no irregular or improper behaviour can be attributed to them whilst they are on the campus or in its environs and neighbourhood.
9. Spouses, Children and close Relatives of employees should not be recruited for any vacancy.
10. Additional allowances should not be given for any Sports or Extra-Curricular Activities undertaken by the staff.
11. No member of the staff should be permitted to bring in their own loyalists to fill vacancies.
12. A complete English Course on the lines of the British Council Programme must be given to all Members of the Staff who are not competent.
13. The OBA should be allowed to participate in the selection of Staff Members whose salary is paid or contributed for by the OBA.
14. No adhoc Promotions, Appointments, Transfers etc, should be given to members of the Staff.
15. In recruiting new Members of the Staff, whether for Academic or Administration Work, an effort must be made to employ those who will be able to contribute towards Sports and other Extra Curricular Activities.
16. All Masters who are given quarters on the campus should not leave the campus except with the permission of the Headmaster and in his absence, the Administration Officer.

17. All House Masters must be resident on the Campus.
18. If Assistant House Masters are appointed to help and act for House Masters in their absence, then, they too must be resident on the Campus.
19. Members of the Administration Staff should have no dealings with Parents other than when they call over to pay fees.
20. Members of the Tutorial Staff should have no dealings with the Parents other than on the Parents Day, which should coincide with the commencement of the Mid-Term Holidays. They should under no circumstances entertain parents in their quarters
21. Members of the Minor Staff should not be promoted to positions of authority wherein they are required to supervise the work of their former colleagues.
22. The College Vehicles should be driven only by the Drivers. At least one Driver must be available at all hours in the College. The practice of obtaining the services of Masters to drive the College vehicles must be abandoned.
23. The posts of Dorm Master, Senior/Junior Boarding Master, Superintendent of Senior/Junior Dorms etc, must be scrapped.
24. The post of Matron of Keble must be filled only with a person who is very competent in English and preferably a married lady.

The Headmaster

25. The Headmaster should take the quota of periods he is expected to take per week in the School Time Table.
26. The Headmaster must check on the work, particularly English, done from Year 1 to Year 11.
27. The Headmaster should visit the Kitchen and Pantry at least once a week and check for cleanliness.
28. The Headmaster must check the Security Log Book every morning and make necessary inquiries from the Security where relevant.
29. All new Admissions must be allocated to the 4 Houses only by the Headmaster.
30. All those seeking Admission from Year 2 to Year 11 must be checked with regard to their antecedents and previous school records by the Headmaster. No student whose previous record is unsatisfactory should be given admission.
31. Prior to admission a complete personal Memorandum and Bio-Data of the student's personal background particularly as regards his Parents must be filled out and handed over to the Headmaster.
32. The Headmaster must take immediate steps to recover possession of the vegetable plots given to the minor staff for cultivation.
33. The Headmaster and House Masters together with the Senior Prefects of the 4 Houses must initiate and follow-up action to see that the food prepared is palatable before it is served to the students at each meal until the situation improves.
34. An attempt must be made by the Headmaster to revive the correspondence with the Outward Bound Trust to ensure that Holiday Camps are possible at least during the holidays.
35. Efforts must be made by the Headmaster with the Headmaster of S.Thomas College , Bandarawela to revive the Big Match.
36. Contact must be re-established by the Headmaster with the Central Province Cricket Association with the help of Mr.Duleep Mendis and some effort should be made to obtain Cricket Equipment.
37. The Sports Club must be activated by the Headmaster and representations made to the Uva Provincial Council to obtain the quota of Sports Equipment.
38. The Headmaster must have regular discussions with his staff whereat matters relating to Academic Work, Sports Activities, behaviour of students and all aspects of life in the

Boarding requiring attention must be discussed. So also all matters relating to the Staff and their welfare.

39. The Headmaster should have with him a list of Old Boys who are Lawyers, Doctors, Accountants, Engineers and those competent in other areas like Sports, IT etc, so that he could obtain their assistance when required .
40. The Headmaster must hand over to any Old Boy who visits College, an Application Form to join the OBA, if he has not joined as yet, and endeavour to have same perfected and returned then and there.
41. The Headmaster should not permit Old Boys who are not members of the OBA to use or occupy the Staff Quarters specially refurbished for the use of the British Teachers.
42. The Headmaster should ensure that the Hayman/Foster Museum is maintained and secured.
43. The Headmaster should visit his Staff in their quarters at least once every term.
44. The Headmaster should spend some time during the games period, in the vicinity of the Swimming Pool, Squash Court, Badminton Court, Basketball Court, Cricket, Rugger, and Hockey Grounds.
45. The Headmaster should also observe Scouting, Literary Societies, Religious Societies, Dancing, Music, Band practices etc, etc in progress.
46. The Headmaster should have Lunch & Dinner with the students in the Dining Hall.
47. The Headmaster should arrange for a Staff Lunch or Tea Party atleast at the end of every academic year.
48. The Headmaster must devote Room Time to visit all the dorms so that each Dorm is covered at least twice a week and ensure that the House Masters do so every day. The Headmaster and the House Masters must make use of this opportunity to speak to the students individually and discuss their Studies, Sports, Health, Food, etc,

Security

49. The main gates of the College must be closed by 9.30 p.m
50. A record must be kept by the Security of all Vehicles entering and leaving the College and the Identities of the Passengers.
51. If any boarder is found outside Campus, the Security must immediately bring it to the notice of the Headmaster and the respective House Master. If any day-scholar is found outside the College during class hours, he must be reported to the Headmaster and the relevant Class Master.

Admission of New Students

52. The Rules of the School must be printed and a copy furnished to the parents of each new entrant. A further copy must be displayed on the College Notice Board, Copies must be made available to the students in their Dorms through the House Masters.
53. All College Rules must be followed and strictly enforced. The punishment spelt out in the Rules must be meted out for any violation of the Rules.
54. New Admissions must be furnished with a list of clothes, books, and other items they should bring to school.
55. Students who wish to participate in any games must be advised to bring with them the necessary sports equipment for that particular Term.
56. The college should supply Mattresses and Forks and Spoons.
57. Boarders should not be requested to bring with them to College, Almyrahs, Cupboards, Mattresses, Beds and Clothes Racks etc.
58. No student must be permitted to have with him in the dorm Hi-Fi sets, TVs, Home Radio sets etc, etc.

Sports ,Games & Recreation

59. Games period must be made Compulsory and Attendance must be marked.
 60. All students must be gainfully occupied during the Games Period.
 61. Dorms should be locked during the Games Period and no loitering should be permitted.
 62. Entry to the Swimming Pool must be only to those in proper attire.
 63. There must be a proper Dress Code during the games period, i.e House Sports Jersey and blue or white shorts of a particular length and style.
 64. Steps must be taken to maintain the Swimming Pool. Necessary chemicals must be purchased on time and the Filtration Plant operated regularly. A Minor Employee should be entrusted with this task and if necessary he must be dedicated to the Swimming Pool only.
 65. If facilities fees are charged for games then the necessary equipment and facilities must be provided to the Students.
 66. Hiking must be revived with the assistance initially of the House Masters and Assistant House Master accompaniment.
 67. A Social Service period could be started during the games period, to enable those inclined to perform in that area to participate in that activity.
68. Arrangements must be made to have regular Film Shows every Friday.

General Discipline

69. All areas that are Out of Bounds must be intimated on the Notice Board and informed at Assembly. Those breaking the rules must be appropriately punished.
70. No activity should be permitted in the Dorms after lights are put out at 9.30 p.m
71. Attendance of students for special occasions, functions and events of College must be made compulsory. This includes the College Prize Giving, and Sports Meet. No student should be allowed to leave College for their Long Vacations or Mid-Term Holidays until after the end of these functions. Prefects must ensure that there is pin-drop silence during Assembly and Prize Giving etc.
72. Leave to go home should be given only for the Mid Term Holidays
73. Boarders must arrive in College by 6.00 p.m on the day before Terms commences. They should leave school for their holidays only on the last day of term at the end of any Special Event, if fixed for that day.
74. Students must bring with them only their Trunks or Suitcases which should be lockable.
75. Any Boarder found outside the Dormitory after 9.30 p.m or outside College without permission will be expelled.
76. Any student found smoking, consuming liquor or drugs will be expelled.
77. There should be a uniform dress code for boarders to wear in their off time or non school hours.
78. Students found outside class or campus during school times or class hours will be expelled.
79. Students will be liable to Re-paint or repair at their own cost any disfigurement or defacing of College property. In addition such student will be punished.
80. Students will not be permitted to sport, long hair, beards, mustache etc
81. Students will be allocated to the Dorms according to their Houses and not Classes.
82. A separate room must be set apart for parents or visitors to meet boarders, ideally the Old Co-op Stores at the entrance to College could be utilized.
83. Parents should not be permitted to enter Dorm areas and Dining Halls etc.
84. The College Telephone must not be used in the present manner like a Telephone Booth. Separate facilities must be provided for the students to take telephone calls. This should not interfere with the games period. The College Office staff should not get involved and

waste their time assisting the students to communicate with their parents and home by telephone.

85. A Barber must be in attendance on Saturday and Sunday in the College Hair Dressing Salon.

Food Etc

86. The food must fall in line as close as possible to the Diet Chart given by the Dietician and the chart agreed to by the Food Committee comprising the Headmaster, House Masters, Food Warden and Farm Manager and Senior Prefects of each House.
87. A verification must be done whether it is financially viable to continue with the bakery. If not, bread must be purchased from outside sources.
88. All boarders must sit for meals at one and the same time. If the Chaplain is not available to say grace, the Headmaster, a House Master or Senior Prefect must do the needful.
89. Correct data and information must be given to the Food Matron by the House Masters so that food is prepared only for the numbers present.
90. Purchase of Groceries from Thushara Traders must be revived. Invoices must be settled within the concessionary credit period given.
91. The Co-op stores must remain open at times when residents of the Campus including the Students, Masters, Minor Staff could patronize it.

Studies etc

92. There must be another means of checking the English work done in the class rooms. Assistance should be had from the Ministry of Education.
93. The Vegetable Plots must be handed over to the students for their Agriculture classes.
94. Areas in the Orchard and if necessary in the Farm must be set apart for cultivation growth and planting of vegetables and fruit trees.
95. Necessary seedlings and plants for the project could be obtained at very reasonable charges from the Dept of Agriculture.

Miscellaneous

96. If trees are to be cut with Board permission etc, and they are to be sold necessary conditions must be imposed for the careful and speedy removal of the felled trees by the successful bidder. If any damage is caused to College property, in the course of the felling or removal the cost of repairing must be recovered from the purchaser.
97. Action must be taken to eliminate the problem of stray dogs.

L.J.
Colombo
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