

**MUTUAL TUITION AND MORAL
DISCIPLINE; OR, MANUAL OF
INSTRUCTIONS FOR CONDUCTING
SCHOOLS THROUGH THE AGENCY
OF THE SCHOLARS THEMSELVES**

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Mutual Tuition and Moral Discipline; Or, Manual of Instructions for Conducting Schools
Through the Agency of the Scholars Themselves by Andrew Bell

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ANDREW BELL

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AND
MORAL DISCIPLINE;
OR,
Manual of Instructions
FOR CONDUCTING SCHOOLS

THROUGH THE AGENCY OF THE SCHOLARS THEMSELVES.

SEVENTH EDITION.

For the Use of Schools and Families.

WITH AN
INTRODUCTORY ESSAY ON THE OBJECT AND IMPORTANCE
OF THE
Madras System of Education;
A BRIEF EXPOSITION OF THE PRINCIPLE ON WHICH IT IS FOUNDED;
AND A HISTORICAL SKETCH OF ITS RISE, PROGRESS, AND RESULTS.

BY THE REV. ANDREW BELL, D.D. LL.D.
F.A.S.B.: F.R.S.E.D.: FRABENDARY OF WESTMINSTER; AND MASTER OF
SHERBURN HOSPITAL, DURHAM.

"Moses chose able men out of all Israel, and made them heads over the people, rulers of thousands, rulers of hundreds, rulers of fifties, and rulers of tens."—
EXODUS xviii. 25.

"Sicut Armilores in literis profectus alit simulatio: ita incipientibus atque adhuc teneris, condiscipulorum quam preceptoris, jaucndior, hoc ipso quod facilius, imitatio est."—QUIN.

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TO
THE NATIONAL SOCIETY,
THE DIOCESAN, CO-OPERATING,
AND
AUXILIARY SOCIETIES,
FOR THE EDUCATION OF THE POOR,
&c. &c. &c.
These Instructions,
FOR THE USE OF THEIR SCHOOLS,
ARE RESPECTFULLY DEDICATED,
BY THEIR FAITHFUL, HUMBLE SERVANT,
THE AUTHOR.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing transparency to stakeholders. The text notes that without proper record-keeping, it would be difficult to track expenses and revenues, which could lead to significant errors in financial reporting.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from identifying a transaction to entering it into the accounting system. This includes instructions on how to handle different types of transactions, such as sales, purchases, and transfers. The document also provides examples of how to correctly format entries to ensure consistency across all records.

3. The third part of the document addresses the role of the accounting department in ensuring the accuracy of the records. It states that the department is responsible for reviewing all entries and correcting any discrepancies. This process is essential for maintaining the integrity of the company's financial data. The text also mentions that regular audits are conducted to verify the accuracy of the records and to identify any potential areas for improvement.

4. The fourth part of the document discusses the importance of data security and access control. It highlights that financial records are highly sensitive and must be protected from unauthorized access. The document outlines the measures in place to ensure that only authorized personnel can view or modify the data. This includes the use of secure login credentials and the implementation of strict access policies.

5. The fifth part of the document provides a summary of the key points discussed. It reiterates the importance of accurate record-keeping and the role of the accounting department in maintaining the integrity of the company's financial data. The document concludes by stating that these procedures are essential for the company's long-term success and for providing reliable financial information to all stakeholders.

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GENERAL INDEX

Of principal points, recommended to the particular consideration of Managers and Visitors of Schools;—the observance of which will correct or prevent the frequent errors, and consequent failures of Preceptors,—and will most effectually advance the happiness and improvement of the pupils.

1. *Classification.*—Let the Master arrange the School into classes, by allowing every child to find his level, p. 58, 60; and continually feed the higher classes from the lower. p. 60-1.

2. *Teachers.*—Select, qualify, direct, and superintend the teachers, and instruct their classes as often as is necessary. p. 70-7.

3. *Order, Regularity, and Quietness.*—Teach the children to observe the utmost order, regularity; and quietness, in every act, and every movement, in their daily entering and leaving school, taking their seats at the desks and on the benches, and their places in their classes on the floor, p. 67; and let them at once be trained to form their classes orderly into three sides of a square (or segment of a circle), preserving equal distances from one another. p. 60.

4. *Distinct and audible Reading.*—It is of the utmost consequence that every child learn to speak audibly, slowly, and distinctly. The neglect of this important rule is a perpetual source of inaccuracy, hindrance, and annoyance, and often loses more than half the time spent in school. p. 87, 104.

5. Let every child repeat incessantly, in a low voice, whatever is read or rehearsed by his school-fellows. p. 68, 79.

6. Begin with any boy in the class indiscriminately, p. 95, and let a brisk circulation in reading and rehearsing keep alive the attention of every member of the class, in quick succession, pp. 80, 93-4, 100-102.

7. It is of great importance that the members of the class learn to prompt, and take places, as prescribed; without which emulation slumbers, the school no longer