

Department of Education, Patna University

Course No-S.C4

Unit-3, Management of Curriculum, Co-Curricular Activities and Time:

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Managing School Time Table

- Objective : After going through this topic, students will be able to :
 - Understand the School Time-Table
 - Analyse the procedure of School Time-Table
 - How to prepare School Time-Table

- Content
 - Introduction
 - Meaning
 - Principles
 - Procedure
 - Problems
 - Importance
 - Role of Teacher

Introduction

The main function of a school is to organise teaching-learning of different classes and different teaching subjects. It requires a daily schedule of teaching activities. The daily schedule of teaching courses or subjects for different classes is known as school time-table. Generally school time table is prepared in two forms: Class wise school time-table and teacher wise time-table. A unit time table of class section is also prepared by the class-teacher. It indicates the specific teaching activities from Monday to Saturday. The school time-table is a guide line for organising teaching activities and functioning of schools.

Meaning

The school time-table is the chart in a school showing the daily allotment of time among the several subjects, activities and classes. What a school stands for and how it functions can be assessed from the school time-table. It is a mirror that reflects the entire educational programme followed in the school. It is the 'spark plug' of the school which sets its various activities and programmes in to action.

Principles of Good Time-Table

The main principles of time-table have been given in the following paras—

- **Flexibility** – The time-table should be flexible enough to suit the changing needs and requirements of the pupils, environment, season, other internal school circumstances and latest trends of education.
- **Some Periods for Recreation** – There should be periods for recreation like play and games, physical exercises, radio listening and other activities intervening between periods of serious study.
- **Sufficient Place for Activities** – Activities must find an honourable place in the time-table.
- **Room for Change of Posture and Place** – The time-table should admit adequate change of posture, room and seat of pupils.
- **Suitable Duration of Period** – Duration of period should suit the age of the pupils. A period of thirty-five minutes in summer and forty minutes in winter for higher secondary school and thirty minutes for primary school will be quite justifiable for sustaining interest.
- **Co-ordination of Efforts** – The time-table should permit adequate co-ordination of efforts of teachers. The time should be provided for conferences and co-operative planning. It should give free hand for adopting modern methods of teaching. Teachers should not be made slaves to any static time-table. They should be entitled to make the necessary alterations.
- **Providing the most Appropriate Work for Each Teacher** – In allotting work to teachers, care should be taken that each is assigned those subjects whom he is best qualified to teach. Teaching load should be almost evenly distributed so that there may be no bickering on that score.
- **According to the Needs of Every Pupil** – A good time-table should make it convenient for every pupils to take the optional subjects he desires.
- **Variety of Work** – Change of work is the best form of rest for both pupils and teachers. Children should not be kept for too long at a stretch at the same subject or type of subjects which are higher in fatigue-causing power. It will be better not to have the same subject for two consecutive periods excepting, however, the practical subjects as Science, handwork, art etc. Easy and difficult lessons should alternate. Physical exercises or music can be introduced between Mathematics and Reading. Singing and writing work may not follow physical exercises. This provision should apply to teachers also.
- **Avoiding Incidence of Fatigue** – Children get fatigued at certain school hours or certain days in a week. Following are some measures that tend to minimise fatigue:
 - ✓ The length of the period should decrease with the monotony and increase with variety of the activity required in the lesson.

- ✓ There should be alternation of intense and easier talks, mental and of physical applications, of study and of recreation. Singing, marching or games, should interrupt sedentary work for about one hour.
- ✓ The “hard” subject should claim the best part of the day never during the opening periods, but only after a certain momentum has been gained. The curve of power on a school day, reaches its highest point only during the second and third periods, and then decline rapidly. Similarly, in the working days of the week one is at best on Tuesdays and Wednesdays, but lethargic on Mondays and Saturdays. Mondays following a visit home on Sunday. Mondays are days of recollections. Saturdays are full of expectations, as on a Saturday, students should think of visiting their homes the next day.
- ✓ Age, physical conditions and season be considered while fixing the duration of periods. Pupils, in lower classes, need frequent changes of occupation with short periods to prevent incidents of fatigue.
- ✓ The size of the classes should be almost equal. Secondary schools have generally several sections of the same class. There are also groups for optional subjects.

Procedure for Prepare School Time-Table

A school time-table is the blue print of school working schedule and usually two types of time table are prepared.

- Classwise school time-table.
- Teacherwise school time-table

The classwise school time-table is prepared first and then teacherwise time-table is prepared. Both are used in preparing school time-table. The following steps are used for the time-table.

First Step. Under this step required informations for preparing time-table are collected which are as follows:

- A list of teacher also their teaching subject.
- A list of classrooms in the schools.
- A list of classes with sections along with subject.

The above informations are the basic elements of school time-table; these informations are collected in very specific form.

Second Step. A list of optional subjects with classes’ laboratory facilities, geography, history and Art room number of students *etc.*, informations are collected.

Third Step. The size of the rooms and numbers of students in the time-table for seating arrangement.

Fourth Step. The last year time-table can be consulted along with additional subject and class for the present year.

Fifth Step. With the help of above informations classwise schools time-table is prepared by an experienced teacher. It is two dimensional chart. On the first row period and time in ascending order are noted. Thus periods and classes forms the cells. In the each cell subject and name of teacher with days are written. It has been shown with example as shown in time-table.

Problems in Preparing School Time-Table

The preparation of school time-table is based on some psychological principles and school facilities. The difficult subjects should be in the early periods and easy subjects should be in the last periods. The students fatigue should be taken into consideration. The following informations are required in preparing school time-table classwise:

- A list of classes with sections.
- A list of classroom and its room number.
- The section with group-*Art, Science, Commerce*.
- A list of teachers with subject of teaching.

It is essential to prepare classwise school time-table, after that teacherwise school time-table should be prepared. Preparation of time-table has the following problems:

- It is difficult to adjust the equal work load teaching periods for teachers.
- The difficult subjects can not be adjusted in the early periods of all the section. There are one or two maths teachers in the schools.
- The continuity of teaching periods of teachers of teachers affects his efficiency due to his fatigue.
- The shortage of classroom adjusts the period for physical education or P.T. period.
- It is also difficult to adjust the laboratory facilities for all the science sections every day.
- The shortage of teachers is also the main problems.
- The teacher of a subject is not available in school then some arrangement has to be made of non subject teacher.

Importance of School Time-Table

The school time-table is the specified schedule of school functioning. It has the following importance—

- It provides the span of the school working hours.
- The time-table indicates opening time of the school so that students and teachers must reach in time.
- It is a two-dimensional chart horizontal dimension shows periods with its time duration, vertical dimension indicates the class with section.
- The periods and classes form a chart. In the chart of the cells-subject and teacher's name with days or daily are entered or noted.
- It is used for making arrangement in the absent in the absence of teacher.
- It helps in equalizing work load of teacher.

- The students get informations about teaching subjects period wise. They can prepare themselves accordingly.

Role of a Teacher in School Time-Table

The basic purpose of preparing a school time-table is to assign duties and responsibilities for teachers. It is a guide line for teachers working. A teacher has to perform some roles in school time-table:

- Generally a senior teacher of a school or expert teacher of time-table is the incharge of time-table. He has to prepare time-table and tries to satisfy all teachers as far as possible.
- Every teacher has to note down his own time-table as well as class time-table, as he is also a class-teacher.
- Time-table incharge has to make an arrangement of teachers who are on leave or absent from the school.
- If a class is vacant, a teacher has to engage the class.
- Time-table indicates the role, duties and responsibilities of teachers in the school.
- Time-table helps the teacher for his class management.

Self evaluation questions:

- What do you mean by School Time-Table
- Discuss the principles of good time-table
- How can we prepare the School Time-Table? Discuss its procedure

➤ Topic for next class :

- Guidance & Counselling

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