**5.7 TIMETABLE**

Quality of teaching-learning process depends at the required number of teachers and their dedication towards their noble profession.

* A school where there is a dearth in required number of teaching-staff is not supposed to deliver the batch of students, the desired quality of teaching-learning activity.
* Where there is excess in no. of teaching staff there is needless loss of precious amount of money.
* It is an important and unbiased regulatory document. Before its documentation certain guidelines are needed to be observed in order to extract the maximum benefits.
* Head of an academic institution is duty bound to keep the time table ready for implementation well in advance, before the commencement of every academic year.
* The ratio for one section to teachers is 1:1.5 (as per Delhi Education Act 1973), and the number of periods assigned to the principal in a week is 12 or more.

**RTE Act 2009 Envisages,**

* School hours for students ………………….……………. 6 hours and 10 minutes
* School hours for teachers………………………………… 7 hours and 30 minutes
* 45 hours work per week i.e. 7 hours and 30 minutes per day 6 days a week.
* If there are lesser number of working days more numbers of Working hours per day.
* Teachers may be retained after school hours for additional 1 hour and 20 minutes for planning/ preparations/checking and other follow up work and for ensuring safe exit of students after school hours.
* Full time Head-teacher/V.P for classes VI – Vi…… at least one
* Two or more V.P in the schools having classes up to XII, irrespective of strength.

**Number of hours to be devoted to the teaching of students:**

* A teacher shall devote in a year not less than 1200 hours to the teaching of students out of which not more than 200 hours may be devoted for the coaching, in the school premises, of weak or gifted students, before or after school hours.

**Timetable Considerations**

* A school timetable is a reference document created by professionals that clearly shows how school resources, such as teachers and class rooms, fit together with students’ schedule and school schedules, as well as with days of the week. Timetables may be created manually or through specific software.
* It is a frame work to run the school properly.
* It is a mirror that reflects the entire educational program that is followed in the school.
* It is a complete guideline for the teachers.
* It ensures orderly work
* It saves time and energy.
* It ensures right allocation of time for different subjects.
* It ensures proper distribution of work among teachers.
* It develops regularity and alertness in students and teachers.
* It helps to maintain discipline and order.

**Contents of a timetable;**

* Time of beginning and ending of the school day.
* Time of beginning and ending of each period.
* Subjects and activities offered during a specific period.
* Name of the teacher engaging in each subject.
* Name of teacher in charge of each division.
* It gives students, teachers, parents and administrators a clear picture of what’s happening in the class-room at any given time.
* It assists in maximizing school resources such as class-rooms availability.
* It adds structure to the school system for planning and documentation purposes.
* It helps to ensure accountability.

**Attributes of a timetable**

* In order to avoid the resentment among any of the teachers, allocate more or less equal number of periods to everyone.
* First half of the day should preferably be reserved for important subjects such as Mathematics and Science for class IX-X, and XI-XII.
* Avoid Math and Science periods just after the races or PT period.
* Avoid teaching of Mathematics in VII and VIII periods, at least for IX, X, XI and XII classes.
* Student’s comprehensive powers are better during the first half of the school, but certainly it is not possible to assign all periods to Math and Science in first half. Maximum possible early periods should be assigned in descending order of the classes.
* Assign equal number of periods to Mathematics, Science and English.
* Combine the classes of common subjects of Arts and Commerce class XI and XII.
* CCE warrants more time to the teachers during class-room activities. Therefore two block-periods per subject per week to be planned in the time table of secondary classes, also for Math and English for XI and XII.
* Keep a check on teaching of Math in all classes.
* Reserve one period in each class for learning skills.

**Principles of timetable construction;**

* The best period for fatigue creating subjects is the second and third period in the morning and second period in the afternoon.
* Mother tongue and manual work do not cause much fatigue. The first and the fourth period in the forenoon and the first and the third periods in the morning can be set apart for these.
* It is better not to have the same subject for the two consecutive periods. There should be alteration for mental and physical task.
* Work among the members of staff should equally be distributed.
* No teacher should be asked to teach the subject for which he/she is not qualified.
* Rest and recreation are essential for children so provision should be made for rest and recreation.
* The timetable should be flexible not rigid. It should be designed to make necessary changes according to the circumstances.

**There are seven types of a timetable;**

1. Master timetable
2. Class-wise timetable
3. Teacher-wise timetable
4. Vacant period timetable
5. Games timetable
6. Co-curricular activities timetable
7. Home-work time-table.

**1. Master time table**

* This timetable gives a complete, correct and comprehensive picture of the entire school program.
* It is a consolidated timetable.
* This timetable is meant to be used for principal, manager and the higher authorities.
* It helps in supervising the teachers’ work.
* It indicates the detailed work of individual teachers.
* It is a combined timetable of all the classes in a school.
* A copy of it should be kept in principal’s office and one in the manager’s room as well as in the staff room.

**2. Class-wise timetable.**

* This timetable shows the daily program of a class.
* It defines the distribution of each subject for each class.
* It specifies a particular teacher, in a particular class, about a particular the subject.
* It fixes the responsibility of teacher for a complete subject.
* It indicates the breaks and the periods for games and other co-curricular activities.

**3. Teacher-wise timetable**

* The timetable focuses on the teacher.
* The whole course is distributed teacher-wise.
* This is useful for teachers as it indicates where he/she will teach a subject.
* It should indicate a schedule of teacher’ non-academic duties.

**4. Vacant period timetable**

* This timetable shows the vacant periods of all the teachers.
* This is helpful in allotting work when a teacher/s is on leave.
* Availability of a teacher is indicated in a particular period.
* This is the best use of free time available with a teacher.
* A copy of this timetable is required to be made available with the V.P. for allotting a class to the free period of a teacher.

**5. Games timetable**

* This indicates the game in which a class will be involved in a particular period.
* It shows which particular group is engaged in a particular period and about the game.

**6. Co-curricular activities timetable**

* It shows the different types of activities in the school and the name of teacher in charge of those activities.
* The place where to be held and the time when to be held.
* It avoids the duplication of efforts and wastage of time and energy.
* It helps students to select appropriate activities of their choice.

**7. Home-work timetable**

* This is very important type of timetable that manages the burden of home-work assigned to the students.
* It ensures the equal attention to home-work in all the subjects.
* It helps the parents to know what home work has been assigned
* This indicates the amount of time, students will allocate to each subject every week.

***School timetable is an important document which maintains the even distribution of teaching work-load among the individual teachers and allows the students to know exactly when a specific subject is scheduled. A well constructed time table establishes a natural rhythm and routine, which can be comforting (bring comfort) to teachers and students***