

Concept and types of time table

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Concept

- The time-table is a mirror that reflects the entire educational programme of a school. This is also known as “Second School Clock” which guides the functioning of the institutional work in a proper and organised manner.
- A **school timetable** is a table for coordinating these four elements:
 - students
 - teachers
 - rooms
 - time slots (also called periods)
- **Definition of Time Table**
- **H. G. Stead** has defined the time-table as, “It is the time-table that supplies the framework within which the work of the school proceeds”. “It is the instrument through which the purpose of the school is to function”.

Importance of School Time Table

- The school time-table is said to be the heart process of school administration. To make the teaching and learning process effective and useful, the school has to be provided with a suitable time-table keeping in view the needs of the pupils and teachers. The time-table acts as a preamble to the smooth running of the school administration.
- The need and significance of the time-table is immense and elaborate, which may be elucidated as below:
 - **Ensures Orderly Work**
 - **Ensures Integral Economy and Regularity**
 - **Ensures Proper Distribution of Work-load**
 - **Promotes Discipline**
 - **Regular and Uniform Progress**
 - **Ensures Arrangement and Proportion**
 - **Second School Clock**
 - **Ensures Adjustment**
 - **Reflects the Philosophy of the School**

- There are seven types of a time-table.
- Master Time Table:
- Class-Wise Time-table
- Teacher-Wise Time-table
- Vacant period time-table
- Games time-table
- Co-curricular activities time-table
- Home-work time-table



MASTER TIME TABLE:

- This time table gives a complete, correct and comprehensive picture of the entire school program.
- It is consolidated time table.
- This time table is meant to be used by the principal .
- It helps in supervising the teachers work.
- It indicates the detailed work of individual teachers.
- It is a combined time-table of all the classes in a school.
- A copy of it should be kept in the principal's office as well as staff-room.



CLASS-WISE TIME-TABLE

- This time table shows the daily program of a class .
- It defines the distribution of each subject for each class.
- It specifies that what a particular teacher will teach in particular class , about particular 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.



TEACHER-WISE TIME-TABLE

- This 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.
- Teachers' time-tables should also indicate a schedule of their non-academic duties.



VACANT PERIOD TIME-TABLE

This time-table showing the vacant periods of all the teachers should also be prepared.

- This will be helpful in allotting work when some teacher is on leave.
- This type of time-table will show the teachers available in a particular period and thus these teachers may be requested to keep the vacant class occupied when needed.
- This is the best way of keeping the classes busy and using idle time of teachers.
- A copy of this should be with the principal so that he/she can use this to arrange for a substitution when one of the teachers is absent.



GAMES TIME-TABLE

- This indicates the games which each class will be involved with at a particular time.
- This time-table shows which particular group engaged in a particular time, game at a particular time.



CO-CURRICULAR ACTIVITIES TIME-TABLE

- It is showing the different types of activities in the school and the name of teacher in-charge of those activities .
- The place where they are to be held and the time when they are to be undertaken.
- This avoids duplication of efforts and wastage of time and energy.
- It helps students to select appropriate activities of their choice.



HOME-WORK TIME-TABLE

This type of time table is very important to manage the burden of homework which is assigned to students.

- This time-table will also ensure equal attention to home-work in all the subjects.
- It also helps parents to know what home-work has been assigned.
- This indicates the amount of time, students will allocate to each subject every week.
- A copy of it should be given to each teacher and each parent.

