

Principle of time table

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BY:-MRS.RINKI KUMARI
DEPTT.OF EDUCATION
MMHA&PU,PATNA

PRINCIPLES OF TIME TABLE CONSTRUCTION

The framing of the Time-table is perhaps the most difficult job of school administration, because it depends upon a number of factors, conditions or principles. We have to keep in our mind the type of the school, the aim and objectives of the school, the nature of various activities to achieve those objectives and other various aspects of teaching learning process. Hence we may consider the following principles very carefully in constructing time-table.

Type of School

*The time-table will considerably depend upon the type of school. A different type of time-table is required for a Primary, High or Higher Secondary school, Girls' schools, Boys' schools, and co-education schools should have different types of time-table to serve their individual purpose. The requirement of a rural school and that of an urban school might be different and hence the time-table should reflect it. In fact the norm of the time-table is determined by the norm of the schools of various types.

Availability of Time

*The time-table is to be framed within the limits of the time available. The duration of working hours and amount of time required for a particular subject and the organisation of activities should be taken into consideration.

Staff, Building and Equipment

*The availability of staff, building and equipment is an imported consideration, while constructing a time-table. The time-table is to be formed in accordance with the number of rooms' available, number of teachers, accommodation in the rooms or in laboratory etc.

Relative Importance and Difficulty of Subject

• There are certain social and economic considerations that determine the importance of the subjects. Subjects like English and Mathematics are supposed to be important and difficult and so they should be allotted more time. These so-called difficult subjects should be accommodated in the morning fresh hours of the school. Subjects like Drawing, Painting, P.T., Music etc. can be adjusted in between two difficult subjects. Thus important and difficult subjects should get priority in the time-table.

Duration of Periods

• Pupils in lower classes need frequent changes of occupation, with short periods to prevent incidence of fatigue. Normally it should be of 30 minutes. Pupils in higher classes may have longer periods of 40 minutes. to 45 minutes. duration each. During summer pupils get tired very soon. Hence in summer the duration of periods and even the working hours in the school should be shorter.

Incidence of Fatigue

• Fatigue means the lowering down of efficiency as result of exhaustion of energy. There can be physical as well as mental fatigue. Fatigue demises, attention and weakness the power of understanding and insight. As a result the work rate is diminished. Hence while framing time-table of a school, we should be familiar with the subjects which cause more fatigue and the time of the day when the students are in a position to concentrate in subjects.

• According to fatiguability the order of school subjects is— (a) Mathematics, (b) English, (c) Indian languages, (d) Science, (e) History and Geography, (f) Drawing, Painting, (g) Music, (h) P.T. and all that Morning time is considered to be the best for mental freshness and alertness. But it has been found by experiment and research that the best work is never done during the opening periods, but only after a certain momentum has been gained. The second and third periods in the morning and the second period after recess are the best periods for fatiguing subjects. The last period in the afternoon is the worst period. The same principle is true in the case of the working days of the week. Tuesday and Wednesday are the best days of the week from the point of view of mental freshness. Monday goes in 'Worming UP' and Saturday is known as the 'Worst day'. Mondays again are the victims of 'Inertia of rest'. The incidence of mental freshness and alertness may be shown in the following way.

• Hence while framing the time-table the best periods of the day and if possible, best days of the week should be devoted to fatigue —causing subjects like Mathematics, English, Science etc

Principle of Variety

*Variety is the best form of rest. It is also an attention fixing device. There should be variety in the time-table both for the teacher and the taught. The following precautions may be helpful in this connection.

Change of room and posture:

*It helps to reduce the incidence of fatigue. As far as possible no class should sit in the same room for the whole day.

No consecutive periods

*No class should be allotted the same subject for two consecutive periods, except the subjects, like Science, Hand-work, Art etc. Variation in teachers is also essential. No two consecutive periods should be given by the same teacher to a particular class.

Variation in subjects

*In order to avoid boredom the variation in subjects should be provided. Easy and difficult subjects should be provided alternatively. For instance, in between English and Mathematics, Music or S.U.P.W. may be introduced. This provision may be applied to teachers also. A teacher of English and History should get these subjects alternatively. Another teacher who is for Mathematics only may get classes in lower and higher classes alternatively. Language teachers may get classes on oral and written lessons alternatively.

Principle of Play and Recreation

*The time-table should accommodate a few periods for play and recreation. Recess period should be not more than 30 minutes. in which the students may just play after taking the Tiffin. Play and other recreations activities are the sources of pleasure and enjoyment.

Principle of Elasticity

• The time-table should be flexible and elastic and not rigid. It should be kept in mind that a daily change mares the interest of the students. Yet there should be provision for making necessary alterations to it should not be too rigid nor too flexible.

Principle of Equitable Distribution

• It is expected that the work-load should be equally distributed amongst the teachers to maintain peace and happiness in them. The time-table is the index to show the equitable distribution of such work-load.

Free Periods for Teachers

• Free periods for the teachers should be provided so as to increase their efficiency and also for correctional works. Free periods should be scattered over all the days of the week. It is not wise to allot all the free periods in a particular day of the week. It is suggested that a teacher will be allotted at least Three Free Periods a day. This will enable him to take rest, to correct the home-work and to prepare himself for the class.

Departmental Rules & Regulations

- The time-table should be based on the rules & regulations as prescribed by the education department.

Principle of Fulfillment of needs

- While framing time table, it should be kept in mind whether it is fit for fulfillment of needs. It can pave the way for overall development of students.

Factors of Climate

- We should not have the same time table for whole of the session. The time table meant for summer season should be kept different from meant for winters. It also depends upon the geography which directly effects the weather of that area like hilly area will have different time table than planes.