

DIRECTORATE OF EDUCATION
GOVT. OF NCT OF DELHI
OLD SECTT. DELHI – 54

CIRCULAR

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Dated.....

Subject: School Time Table

The time table is said to be the second school clock which indicates all the activities undertaken in a school. It is like a mirror that reflects the entire educational programme followed in the school throughout the year. The time table shows the hours of school work, allotment of time to various kinds of work. A well planned and properly displayed Time Table:

- Eliminates the wastage of time and energy
- Ensures attention to each subject or activity
- Brings order to school life
- Ensures regular and even progress
- Ensures equitable distribution of time to different subjects and activities
- Enables advance planning by students and teachers
- Develops discipline among students and staff

It is being observed that in certain schools time table is either not properly prepared or not displayed at appropriate places such as in class rooms, staff rooms etc. which not only creates confusion among students, teachers and the inspecting officers but also leads to wastage of school time and effort besides causing under-utilization of available resources. Hence it is required that in each school, Time Table should be properly planned by the Principal or In-charge and should be prepared in advance and distributed to all the staff members and students on the first working day of each academic session

Form of a Time Table and its Display: The form of a Time Table depends upon the nature of activities carried out at a school. Equally important is that the Time Table should be displayed in school at appropriate places. In a school the following types of Time Table are essentially required:

1. **Class- Wise Time Table:** It indicates what subject is being taught in a particular period in a given class and section on a specific day of the week. It should be displayed in each classroom at an easily visible place indicating the subject and concerned teacher's name. A copy of the same should be written in the respective Class Teacher's and Monitor's Diary

2. **Teacher – Wise Time Table:** It shows which teacher is teaching what subject in a particular class in a particular period during the week. It should be written in the Teacher's Diary on the first page and endorsed by the signature of the H.O.S. It should also be displayed at an appropriate place in the staff room.
3. **Teacher's Vacant Period Time Table:** It indicates which teacher is free in what period on a particular day during the week. This helps the provision and scheduling of teachers for substitute periods to make up for absentee staff. It should be displayed on the Bulletin Board of all staff rooms.
4. **Leave Arrangement Time Table:** It should be prepared on a daily basis indicating the schedule for substitute periods and should be displayed on the Bulletin Board in the Staff Room; and on every floor/wing of the school.
5. **Science Practicals/Computer Lab Time Table:** This indicates the allotment of periods during the week to Science Practicals/Computer Education to all the classes. It essentially ensures that the lab is available to various classes during the week and hence there is no clash of periods. These time tables should be displayed in the respective Labs and should be available with the Science/Computer Teachers and Lab Assistants also.

In addition to the above, the following types of Time Table are also suggested:

- a) Library Time Table
- b) Physical Education Time Table
- c) Co-curricular Activities Time Table
- d) Remedial Teaching Time Table

IMPORTANT: *All type of essential Time Tables should be displayed at an appropriate place in the Principal's Office so that they are readily available to the H.O.S. and inspecting officers.*

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