

Principles Of Time Table Construction

For B.ED Sem-IV

9.Play and Rest: careful attention has to be given to provide for play and rest .The games period should fall in between the periods of heavy strain and similarly a mini recess may also be provided in addition to the usual recess. It may be fixed after every two or three periods in the morning .

- **10. Variations to Suit Local Needs:** The hours of work and the duration of recess may be marginally adjusted to suit local conditions. In a big school a short recess of 30 minutes may not even enable the students to drink water from the tap on account of rush. A rural school may like to start its works a little late on account of long distance to be covered by the students.

11. Balance: There should be a balance in the timetable in the sense that not too many double periods or practical subjects should follow one after the other.

- all the subjects are fully covered
- there is a staffing equilibrium in terms of experience, sex and age
- the frequency of transfer of teachers is minimized
- teaching loads are balanced across the timetable.

12. Free Periods For Teachers: Free periods for teachers should be provided so as to give them rest ,enhance their efficiency ,give them chance to refresh ,enable them to attend to correction work and registration work. These free periods should be scattered all the week.