



GITARATTAN INSTITUTE OF ADVANCED STUDIES & TRAINING ROHINI , DELHI-110085

EXTENTION LECTURE: PREPARATION OF TIME-TABLE & ACADEMIC CALENDERS

**PREPARATION
OF
TIME TABLE
&
ACADEMIC
CALENDAR**

EXTENSION LECTURE

Ms. Ravita Singh
Social Science Expert

March 4th, 2022
9:30 AM - 10:30 AM

B.ED I YEAR

About the Speaker:

Ms Ravita Singh is a political science faculty with renowned CBSE affiliated private school. She has experience of more than 18 years in the teaching profession. She has done B.ed and Masters in political science. She is working towards connecting young minds, to site towards success and achievement.

Introduction:

As a new academic year begins, it's unlikely that a teacher has to plan revision timetable to achieve the potential & Learning goals of your classroom .By managing time properly from the start of the academic year, one has a better chance of knowledge being stored in their long-term memory, making it easier to accurately recall during exams and assignments.

Understanding its importance GIAST is organizing **an Extension lecture with** Ms. Ravita, a Social Sciences Expert & an experienced faculty of the CBSE-affiliated renowned School.

Time-table Management Preparation

Time table preparation is the most important part of an academic year. Before one frames the timetable one should know what the difficulty level of the subject is. So , whenever a timetable is formed all difficult subjects should be placed before the timetable, but if they are not placed, no worries one can be placed immediately after the lunch break as the energy level is high at that point and it should be channelized for a difficult subject. Another point she said is that two difficult subjects should not be placed together; similarly, two language subject should not be placed together as they are refreshing subjects.

One should take into consideration co-curricular subjects like art, music, dance, sports as they are again the filler subjects and are they one which refreshes students so after every two subject one should have any of the filler subjects. This will make the timetable, the best one.

If for example time table has a hard subject like math's in the last lecture, so the teacher should make students comfortable first, then start teaching, also the teacher should have a repo with students.

Academic Calendar Management Preparation

The academic calendar is an important part of the school, although in public school separate management is there but how it is prepared. First of all look at what is happening all around, one

should note special days first, then note Indian festivals, common international festivals, then who all famous personalities have their birthdays, then famous discovery days, then there are some activities students have to do they should be marked, then school's major events, then finally at last important weeks like math's week, science week, etc.

After all this teacher who is preparing the calendar , hard activities should be placed after exams, as students are free from pressure at that time they can put their best in it. If exams are heading they light activities, which refresh students from pressure, those should be placed.

Any activity that has been performed or is to be performed, it is the responsibility of the teacher that she should look into what they have done and analyze what they feel through that.

Detailed video link <https://youtu.be/AxpSsBNXtMo>

Conclusion

Timetable and academic year, management is an indispensable part of school management, if time table and calendar are not up to mark it can lead to non-management in school system.