



**GITARATTAN INSTITUTE OF ADVANCED STUDIES  
& TRAINING**

# Extention Workshop: Preparation of Time Table and Academic Calendar

Extension workshop  
**PREPARATION OF TIME TABLE &  
ACADEMIC CALENDAR**

FRIDAY 11 NOV  
AT 10:00 AM

**SPEAKER  
MS. BALBIR KAUR**

Extension workshops are crucial for the pupil teachers' development and GIAT always ensures to call upon academicians so as to provide cognizance and enlighten the pupil teachers for their professional development.

On November 11, 2022, a workshop on "Preparation of Time Table and Academic Calendar" was organized in Gitarattan Institute of Advanced Studies and Training.

Ms. Balbir Kaur, the academic coordinator in Gitarattan Jindal Public School had been invited as the speaker. Ma'am has been working in the field of education for many years and providing guidance to the young and aspiring teachers.

The session was started with a warm welcome of ma'am Ms. Balbir Kaur. She began her session in an interactive mode by asking the pupil teachers about the importance of Time Table and Academic

Calendar in a school. Pupil teachers responded in an effective way which gave a reflection about their awareness about the topic. She then continued by explaining the significance of preparation of time table and academic calendar. She has put emphasis on how to allocate time on a particular subject per week and elaborated on it with the help of an example. Difficulty level of scholastic subject, availability of teacher in that slot, inclusion of co-scholastic subjects are some points that are to be considered while preparing Time Table for a school.

She furthermore elaborated on the construction of an effective Academic Calendar by considering the breaks and holidays first and after that calculating the working days for each month. Major events such as Annual Day, Sports Day should be scheduled in a year. Activities for scholastic subjects must be included and activities for dance, art and craft should be covered in the festival months. Also, workshops should be assigned their own space in the academic calendar and they must be in accordance with the age level of students. Educational excursion and enjoyment trip should also be provisioned in the academic calendar. Lastly, she elaborated on the importance of flexibility while making an academic calendar and entertained miscellaneous queries and questions from the audience.

It was indeed a pleasure to have Ms. Balbir Kaur in our institute to impart theoretical as well as practical aspects of Preparation of Time Table and Academic Calendar. The session was quite conducive and informative to conclude.