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Abstract:-

Quality assurance is not easy in India due to many factors like the strength, old methods of teaching, evaluation not testing the skills but the meaning power of the learner. Time wastage and mismanagement time are equally for the poor condition. The researcher in this paper intends to present the perennial problem of time wastage, its impact, and the solution.

QUALITY SUSTAINABILITY AND OPTIMIZATION OF TIME



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INTRODUCTION

The concept of time management: The time represents the ultimate energy as a source. It can be neither be expanded nor contracted and its effective management is precondition for any other form of effective management.

Time management is worth recognized only when it is lost. It is system for controlling and using time as efficiently as possible. It is act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially of increases effectiveness, efficiency or productivity. It may be aided by a range of skills, tools and techniques used to manage time when accomplishing specific tasks, projects and goals complying with due date.

This set encompasses a wide scope of activities, and these include planning allocation setting goals, delegation, and analysis of time spent, monitoring, organizing, scheduling and prioritizing.

In higher education time management plays indispensable role to ensure and enhance quality in higher education. As time is always fleeting and we cannot store and use it as per requirements. If time is used by exercising conscious control over the amount of times spent by clear-cut setting goals and making priority and careful planning and eliminating wasteful activities, certainly it will help to enhance quality of higher education.

Time leakage in higher education system: The time leakage in higher education system is one of the main reasons, which affects quality of higher education. This is due to following reasons:

1.Lengthy admission procedure: students now days have number of options of courses and they keep on waiting for the courses that assure job opportunities. The quality time spent in deciding course and merit list by institution. The procedure continuous till the mid of august. As a result the academia planning to procedure the quality human resource loses the valuable time.

2.Late Commencement of Teaching Learning Process: The students and teachers take it for granted that teaching learning process will not take place on first few days of academic session. Therefore, they lose the quality time and the classes are closed in the name of preparation leave.

3.Wastage of Time in the Examination Process: By the time the process of learning is catching the speed, the dates of filling examination form are declared. The learners start skipping the classes for waiting in long queues. The examination assessment and official procedure of preparation of results throws the system of learning out of gear.

4.Vacation and holidays: The vacations twice in the academic year are responsible for leakage of two months time. In addition to this, there are holidays, strikes, and bands of various political parties, teachers' union, students' union, etc.

5.Appointment of teachers: The lengthy process of appointment of teachers-their approval by university and government authority is one of the major elements to complete the given curriculum in time.

6.Lack of machinery to keep control: Controlling is most important part of management. The success of any system or success of any organization depends on the controlling authority. Many institutions do not have regular principal whose role is more important to maintain the quality. Whereas some principals do not get sufficient time to keep watch and control on the staff due to heavy administrative work.

Consequences of Time Leakage: As stated earlier, time is always fleeting we cannot store it and use it as per our requirements so we have to invest time very properly. Hence, time management is essential because it results in:

- i.Improved productivity by eliminating wistful activities.
- ii.Greater control by clear-cut setting goals by making priority and careful planning
- iii.Increases free time
- iv.Greater visibility

Quality Time Wasted: Academics need some bond activities of learning. The is money so the learner loses the quality time of his formative stage in his life. Once he loses it, it will create a gap in his understanding. The time lost is lost forever.

a)Hurriedly Completion of Syllabus: teachers having lost their time due to various reasons fall short of time. Therefore, they hurry to reach the deadline. As the result, the learner remains unclear with many concepts.

b)No opportunity for thinking Process: the learner today is to be thinking soul but due to time leakage, he tries to mug up and try to remember rather than thinking. Ultimately, it affects on the quality of learner.

Solution:

Every problem has a solid solution. Time wastage is a curse to Indian Education and it should be controlled because we are heading for tough competition with foreign universities knocking the doors. They practice time management its true spirit.

a)Time management:

Every institute should have its annual academic calendar and it should be strictly followed. If

possible, institutes should sacrifice and work extra mile by working on holidays and vacations to make the learning process effective. The institute should follow the technique of time management.

b)The application of ICTs:

The information and technology can save the time. The things could be done in quicker and cheaper way. The institutes should computerize the admission process, internal examinations and filling up university forms. Even online admission procedure may save lot of time hence Institutes should utilize the facility innovatively.

c)Coordination among the stakeholders:

There should be stronger and proper coordination among the stakeholders of the institution and between University and Government. The coordination to timely action leads saving of time which helps to maintain quality.

CONCLUSION:

The quality is landmark today in every field of life. It is the concept from the field of industry. Quality is need oriented characteristics of the product. Education today is considered as a commodity. It is not possible to produce qualitative human resource without time management. Therefore, the education institutes should ensure quality by practicing time management by adopting following rules of time management such as

- i.Developing personal sense of time among all the stakeholders
- ii.Identifying long term goals of the institute
- iii.Making medium term plans of the institute
- iv.Organizing office work of the institute
- v.Delegating authority effectively to employs and stakeholders with corresponding responsibilities.
- vi.Making use of committed time to achieve pre determined goals of the institute

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