

**“CO-CREATION MODEL OF LEARNING, TEACHING &
CURRICULUM – STAFF & STUDENTS AS PARTNERS
TOWARDS NATIONAL EDUCATIONAL POLICY 2022”**

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EFFECTIVE TIME MANAGEMENT AND ENHANCEMENT OF LEARNING FLEXIBILITY IN THE ICT ENABLED E-LEARNING ENVIRONMENT

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Abstract

Regardless of age, gender, working status, or otherwise, time is one of the most important resources one has. Everything one ever hopes to do or accomplish in lifetime will take some amount of time. This is something that's especially relevant to those hoping to study online.

Because one is in control of own learning and pace, s/he need to understand how to manage time well to make enough room for online courses and the rest of responsibilities. Online education has numerous benefits, for instance, most adults can't make enough time for on-campus courses due to their full-time work schedules, family, and other personal responsibilities. However, online education makes learning convenient and flexible. Additionally, online classrooms use alternative ways for learning course concepts, such as interactive videos, recorded lectures, and well-written materials. As online learning evolves, students will have more options – through gamification, virtual and augmented reality, which can help create a richer and more immersive learning experience.

Keywords :

Time management, Learning responsibility, Online education, Online learning, Learning methods, Distance learning, Learning flexibility.

Introduction

One issue many people encounter is trying to do too much at once. Because time management is a very basic concept that's easy to grasp intellectually, it's easy to assume that one can just start practicing it immediately and may reorganize entire schedule, set alarm for earlier, and plan every detail of when going to go through coursework or study in the coming days. But, taking such a large step at one time is unlikely to end well if it's too different from how normally to do things. By trying to do too much at once, one sets up for failure. It's better to start small and work way up, as s/he would with any other skill being learnt.

Review of Literature

Saghir Ahmad et.al (2019) analyzed the primary achievement of distance and regular students is managing time effectively. Mismanagement disturbs the academic achievements of learners. Time administration plays a significant role in improving learners' performance and accomplishments. It is concluded that both variables are

associated with each other and time utilization skill affects students learning seriously. Students of web-based learning may more focus on proper time managing ability for better academic success.

Mehmet Kokoç (2019) studied the purpose of this study is to explore how perceived flexibility affect behavioral engagement and academic performances in an e-learning environment. Data sources included learning analytics indicators and academic performances.

The findings revealed that perceived flexibility of time and perceived flexibility regarding the content have significant positive effects on behavioral engagement and academic performances, whereas perceived flexibility of teacher contact, surprisingly, does not significantly affect.

Adham Alyami et.al (2021) examined students to better manage their curriculum and achieve learning objectives, time management behaviors or skills are argued to improve the positive academic output. The aim of the study is to find the impact of time management on the academic performance of students among the diagnostic radiology technology students at KAU.

In conclusion, according to student's perception, preplanning their studies had been beneficial for their academic performance. However, less than half of the students agreed that they manage their time.

Zeynep Turan et.al (2022) explored that Distance education offers flexible learning opportunities in terms of time, place and learning speed to teachers and students through internet technologies. However, the learning opportunities provided in distance education environments require students to act more autonomously and take more responsibility for regulating their learning processes to achieve their learning goals. As a result of the study, male students were more satisfied with distance education than female students, and education faculty students had the highest level of satisfaction.

Time Management in Online Learning

Regardless of age, gender, working status, or otherwise, time is one of the most important resources one has. Everything one ever hopes to do or accomplish in lifetime will take some amount of time. This is something that's especially relevant to those hoping to study online.

Because one is in control of own learning and pace, s/he need to understand how to manage time well to make enough room for online courses and the rest of responsibilities.

Needs of Time Management

It's easy not the take online learning seriously. With regular classroom learning, one can have a specific place one need to be at a specific time. But, learning online requires one to set aside some time on own to study and go through the lessons. This requires discipline and a real understanding about how to wisely use time throughout the day. The truth is that time is just like any other finite resource. If one doesn't learn how to manage time wisely, s/he won't be able to get things done as efficiently as possible and may miss out on

meeting goals, fail to study often enough, and get too far behind on lessons. Even if one doesn't have those specific problems, time management is also about helping to avoid stress while juggling everything. If one always wishes to have more hours in the day, s/he doesn't know where all time went, or feeling stressed by everything need to be done, learning time management might be a solution to all of those problems.

While some people may be naturally gifted in organizing themselves, time management is a skill that can be taught and learned. It's the same as any other resource management. One will put a little time investment in at the beginning to plan and strategize how to use time efficiently. If one is being diligent to learn this skill well, little investment will help reap enormous benefits in online learning by making more efficient and less stressed. It's useful to learn time management sooner rather than later. Take this skill seriously. Learning time management can keep oneself on top of classwork, help to stay ahead of assignment deadlines, and free up some extra time one didn't know had for extra studying or relaxing. It's something anyone anywhere can learn at any point in their life, even if one has never been good at it before.

Poor Time Management in Online Learning

Approximately 65 percent of college students have taken an online course. Benefits to online learning include flexibility and practicing 21st-century skills, but some issues can impede effective online learning. One of the biggest issues that impacts online learners is poor time management. Lack of a schedule, too many distractions and multitasking can lead to poor time management. Another factor that may lead to poor time management is the lack of a designated work space.

Lack of a Schedule

A lack of a schedule can lead to poor time management in online learning. When students are enrolled in face-to-face classes, the instructor sets a predetermined schedule.

Many online courses are set up with a great deal of flexibility. There may be due dates built into the course, but the student will need to set his own schedule for completing course work.

Distractions

Because online learners use their computers and the Internet to participate in online learning, they may be tempted with distractions. A student working on a challenging assignment may find herself surfing the Web, checking social networking sites or catching the latest viral video online. One way students can combat these distractions and more effectively manage their time is to set aside breaks in between periods of work.

Multitasking

In the age of technology, multitasking has become a way of life. People can use their smart phones to pay bills or respond to emails during the morning train commute. They can access endless information from anywhere at any time thanks to laptops and tablets.

When it comes to online learning, however, multitasking can lead to poor time management.

Lack of a Work Space

Not having a designated work space can lead to time-management issues for online learners. When students go to a brick-and-mortar school building, they are entering a controlled learning environment that is designed to be conducive to learning. Online learners, however, often work on assignments at home or in public places like libraries and coffee shops.

Misuse of Discussion Forums

Discussion forums are often integrated into online classes to foster communication between students and provide a space to engage in thoughtful discussion about course material.

The most successful posts in this setting are well-researched and well-written. Sometimes, students become engrossed in back-and-forth conversation instead of focusing on producing tightly written arguments that indicate critical thinking.

Grade Monitoring

Online students typically have a greater capacity to monitor class performance and to check on assignment instructions. Professors in traditional classes may provide grade reports periodically or after tests. Online students usually have open access to their grades, which appear as professors enter them online. This provides ample opportunity for students to ask questions and express concerns about assignments grades.

Creativity and Flexibility

Online learning is popular among working adults because they often can't take traditional classes, especially with kids at home. Working students usually have better success with Internet education, according to Colorado Christian University, because they prefer to work independently with a combination of auditory, visual and hands-on activities.

Limited Collaborative Learning

Limited opportunities to learn from the experiences and backgrounds of class peers is a major negative of online learning, according to the Illinois Online Network website. In classrooms, students can share ideas, listen to peers and collaborate face-to-face on projects.

Online classes normally use virtual discussion forums, but benefits of this format are limited in classes of 20 to 25.

Increased Time and Effort

Ironically, successful online learning normally requires that students commit more time and effort than they would in a traditional class, according to Montgomery College.

Students typically complete readings and video assignments to make up for in-class learning. They also get assignment instructions and submit their work through the Web.

Statistics

- ❖ 82% of people don't have a time management system
- ❖ The average worker spends 51% of every workday on low to no value tasks
- ❖ 39% of employee stress is from workload
- ❖ The average person tries 13 time management methods
- ❖ Spending 10-12 minutes planning day can save up to two hours of time
- ❖ Only 20% of people feel that their work is under control every day
- ❖ Leaders spend 72% of their total workweek in meetings on average. According to one study, the average leader has 37 meetings every week.
- ❖ Workplace distractions cost each employee an average of 3 hours per day. That means that every month, 60 hours are wasted on workplace distractions. That's more than 37% of every employee's time wasted per month.
- ❖ Americans check their phones 96 times per day. In other words, people in the United States check their phones every ten minutes.
- ❖ During an 8-hour workday, the average worker only spends 4 hours and 12 minutes actively working. A little under half of every workday is lost to distractions, procrastination, or other influences that limit productivity.
- ❖ 87% of students believe that they could get better grades if they had better time management and organizational skills
- ❖ 89% of Americans check their email every day, and 21% check their email more than five times per day Less than 3% of people have written out goals

Learning Flexibility

Online education has numerous benefits, for instance, most adults can't make enough time for on-campus courses due to their full-time work schedules, family, and other personal responsibilities. However, online education makes learning convenient and flexible.

Additionally, online classrooms use alternative ways for learning course concepts, such as interactive videos, recorded lectures, and well-written materials. As online learning evolves, students will have more options – through gamification, virtual and augmented reality, which can help create a richer and more immersive learning experience.

Flexible learning is a method of learning where students are given freedom in how, what, when and where they learn. Flexible learning environments address how physical space is used, how students are grouped during learning and how time is used throughout teaching. With space, students may be given dedicated breakout rooms to work collaboratively. Schools may restructure traditional schedules to provide students with time for collaboration and other activities such as guest speakers or performances to assist their understanding of a topic.

Flexible learning refers to the ability to customize one's pace, place and mode of learning. With pace, for example, students may take accelerated programs or engage in part-time learning to ensure they have time to work on the side. Learning can take place in a variety of settings, including in the classroom, at home via the Internet, while commuting or as part of a work-study program. Mode refers to the way that content is delivered by technology, typically through blended learning, fully online courses or technology enhanced experiences.

Tech Trends

Tech trends in teaching and learning includes: gamification, blockchain, AI & more.

The growth of technological capabilities means that a variety of media and learning-support tools now exist to help students receive a high-quality education through the Internet. This education trend presents a number of benefits and drawbacks for teachers and institutions who want to continue to offer their students the rigorous education they need to thrive. The online platform is forcing teachers to change how they teach. They might find it challenging to change how they approach lesson plans to ensure that the students remain engaged even while they cannot see the instructor in person.

The online nature of these courses may also enhance the ability of teachers to offer accommodations for different styles of learning. Advanced students may receive additional learning resources and challenges to encourage them to go deeper into the material without interrupting the flow of the rest of the class. Many teachers notice immediately the greater flexibility they can offer in their learning schedule. Platforms may offer opportunities for students to watch lectures live or recorded versions later. Teachers can appreciate this benefit for students.

Flexibility As Prime Asset

Flexibility is the hallmark of e-learning that hooks the students in and keeps their attention span intact. This actually makes students feel more at ease. It is a student-friendly approach that helps augment learning processes due to its dynamic setting. The student's burden is considerably decreased as online materials and courses are accessible at any hour of the day.

One can learn at own pace and amassing the knowledge is the main aim of online education and can also pursue extracurricular activities in free time.

It provides education in its true sense, and not just passing examinations to get a degree.

It fosters an entrepreneurial and problem-solving attitude that can help students apply the learning into business and be job-ready too. Flexible learning via e-learning modules allows the learners to grasp the concept at their own pace. With recorded videos and e-notes available at the behest of one's wishes, learners can replay and retain better. The student attains self-motivation and the effort is self-directed, making life ready.

Cost Efficiency of Education is Online

Online learning is indeed more cost-efficient as the costs of transportation, buying physical copies of textbooks are eliminated. Institutions are starting to focus more on pragmatic learning with implementation rather than being teacher-centric to the core. Owing to the setting we find ourselves in this pandemic, e-learning has enabled teachers to provide various online quizzes, puzzles, games, and perform different kinds of experiments so that learners can enjoy the process of learning and at the same time, gain knowledge. Experiential learning is what prepares the child for employability. Group study and collaboration on projects outside the classroom makes it easier for the child to escape factory-style classrooms. One need not churn out children with herd mentality but individual thinkers.

Leveraging the Scope of Education

A plethora of subjects is thrown open to the populace which didn't find scope in a traditional setting, thereby widening the horizons of thinking. Unlike traditional learning, a Science major can now do a course on literature studies at the same time. The limitations of traditional learning are now diminishing day by day. The student is free to choose the subjects according to the areas of his interests. Every learner is unique, and e-learning caters to needs on an individual level. With the power of digital tools, online assessments come in handy.

In the same way, educators may use different images, videos, and audios to keep the class engaged.

Undoubtedly, virtual learning is more fun and innovative. Moreover, educators can give quick and transparent feedback to the students as the manual evaluation is replaced by digital.

Learners may also opt for this approach when they require more credits to enter various universities. Technology may make learning more relaxed, but appropriate efforts must be taken by the students, guardians as well as the educators. Opportunities are provided in plenty. It is responsibility to grab them by the horns and use them to advantage. It is to leverage the flexibility of e-learning in the best possible ways and be a better learner every day.

Conclusion

Time management is something that every student can and should learn; it's not just for those who are naturally gifted at planning and arranging. Take the simple step of utilizing commuting time to start on own way to learning time management skills as soon as possible.

Even though employees are typically on the clock for eight hours a day, more than half of this time is wasted every single day. Many people attribute these leaks of productivity to lacking a time management system. Today, only 18% of people have a time management system in place, and the average person tries out 13 different time management methods in their life. While many people get overwhelmed by the idea of adopting a strict time

management schedule, it actually brings a lot of value to life. Spending just 10 to 12 minutes planning day can end up saving two hours of time. Plus, it can help to avoid negative outcomes like missing deadlines and getting stressed out at work.

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