



Methods of Control of the Manager Educational Institutions

Mahmudov Yusup Ganievich,

Professor of the Department of General Physics,
Termez State University,
Doctor of Pedagogical Sciences

**Eshkarayev Aburahmat
Hayitovich**

Senior Lecturer,
Termez Institute of Engineering and Technology

ABSTRACT

In this article, the author tells the essence of the management methods of the head of an educational institution.

Keywords:

Management, result, process, achievement, activity, method, team, motive, motivation, mechanism, method, form, education, management, education, activity.

In proper organization of management of the educational institution management techniques can give positive results. Control methods are the means of influencing the teachers, educators and technical staffs, in general, to the whole institution staff, in achieving the goals of these tools provide a combination of cross-cutting activities of the staff of the educational institution.

Therefore, the organization of internal control, the correct selection and rational use of the head of management in the implementation of the tasks is of great importance.

Management methods are based on the educational and brining up, financial and economic work of educational institutions, extracurricular activities and the work out of educational institution, its cooperation activities, and works with the teaching staff. These relationships varied.

Along with the classification method of management, practices that emanate from reflecting in them the kinds of relations

connected with the activities of the educational institution, you should consider the motives of the activities of its employees and distinguish these methods in terms of their impact on them. In this regard, the following motives can be identified:

a) activity-related motives emanating from the rights and responsibilities of personals of each educational institution (obligatory motives);

b) motives emanating from the material interests;

c) spiritual (moral) motives. From this can be classified methods of management as follows:

1. Organizational and administrative management.

2. Socio-psychological management methods.

3. Legal methods of management.

4. Management by direct instructions.

5. Method of using encouragement in the management.

6. Methods of spiritual development of the staff.

7. The method of monitoring in the management.

8. The method of dialogue in the management.

9. The method of analysis of the documents of the educational institution.

Organizational-administrative methods of management. It occupies a special place in the system of management. This method provides the interconnected activity management units, reflecting management relations, expresses the mechanism of administrative action to control the sources.

Management Acts, performing on the part of the control units are divided into two types:

- Regulations, and personal acts. The acts related to the management there is no certain particular person;

- They include the general rules applying to certain conditions and mainly designed for a long time. A personal management acts are aimed at certain subjects.

It was widely division organizational methods to organizational instructions and issue orders. Organizational-administrative impacts include different arrangements, for example: the definition of organizational content and meaning of management of educational institution; establishing internal regulations and others.

Influence by orders, instructions and orders is to ensure the daily operational activities of all management units and achieved through guidance, verbal and written orders. Relations between levels of management, is not subordinate to each other have their own specifics. In contrast to the method of instructions and orders, peculiar to manage relationships to work together with these units and educational and out of educational institutions should be used organizational method. This control method will undoubtedly give positive results.

A Socio-psychological management method is one of the methods of influence on employees of educational institutions and is based on the study of the teaching staff of the educational institution, his "psychological

climate", the individual characteristics of each phenomenon, and others.

Management of social and psychological methods can be divided into two main types:

- a) The impact on each employee through staff;

- b) Can occur when working with employees on an individual basis.

Socio-psychological methods appear in the daily activities of the head, in conversations with subordinates (executors), as well as all management methods.

Legal management method. In the system of state administrative sectors of the economy management, as well as educational institutions use legal means finds its wide application. Their effect is enhanced by the strengthening of legislation in the sphere of social production, economic, spiritual and moral relations. By legal means are the means that have a legal effect on social relations.

Legal rules issued by the state (through various organizations), if they are issued by public organizations, approved by the state.

Legal provisions are made in the various legislative documents, regulations, statutes, instructions, instructional - methodological instructions, orders, directives, decisions and the like.

Legal norms involve certain sanctions. Depending on the specific measures applied actions are divided into material, disciplinary, administrative, criminal sanctions.

Financial responsibility - it is the responsibility rests with the enterprises, organizations, educational institutions, as well as some officials. Financial responsibility is expressed in a variety of fines, etc. The liability arises as a result of irregularities in the performance of their duties by pedagogical and technical workers. In this case, punishment (note, warning, reprimand, transfer to work with low wages for three terms, or transfer to a low position on the deadline, etc.) is given by a superior (manager) with the consent of the trade union of the educational institution. Financial responsibility is expressed in a variety of sanctions - regarding (charging improper payment), fines and other. Criminal liability applies for crimes tribunal official.

The method of loyal instruction allows the direct guidance impact on the source of the control subjects by orders, instructions, orders and assignments. The method of direct guidance is based on the direct instructions specific definition of duties, rights and responsibilities of every leader, executors, and all levels of management. All this is legitimized by instructive methodological guidelines regarding the position, the position of the tasks of the various management levels. These management methods provide personal liability of employees of educational institutions as participants in the educational and training process for the implementation of the higher levels of management decisions, the administration of the educational institutions and the teachers' council, orders and different directions of the manager.

Application of encouragement method in management. In the system of internal control by the educational institution encourage teachers and educators have an important pedagogical value in improving the educational work and enhance its quality efficiency.

Varieties of encouragement are the following: the current bonuses, special bonuses for exemplary educational work (Diploma, Excellence in Public Education of Uzbekistan, Uzbekistan's honored teacher or employee of Public Education of Uzbekistan), etc.

Method of spiritual development of teachers. Spiritual and moral factors of activity include the spiritual and political creativity (search) and other factors. The bases of the spiritual and political factors understand the scientific world outlook, historical progress and prospects of the belief in the triumph of the restructuring. Therefore, in the management of teaching staff of educational institutions is essential to increase their political, scientific, methodical and general pedagogical level, as well as getting their economic value. Currently, training and educational activities and achievements of teachers of educational institutions fully independent because how high their level of consciousness.

The basis of creativity is a love for the teaching profession, to appreciate it, the satisfaction of teaching activities and the

results of their work. Effective and appropriate use of these factors plays an important role in further improving the educational work of the educational institution. Therefore, it is very important to plan various targeted species enhance pedagogical skills of workers in the framework of an educational institution (proper organization of independent work of teachers on himself, systematic problem seminars, open classes, conferences, scientific-methodological and pedagogical nature, the organization within the educational institutions of pedagogical readings, and also methodical works in accordance with the requirements of the present day).

The method of observation in the management. The method of observation is the systematic study of a specific pedagogical process based on a particular theme and purpose in monitoring the development and improvement of the educational process in different conditions. For the heads of educational institutions as sources of surveillance may serve some sectors of the educational process, the results of the use of various forms and methods of education, the development of students of the subject foundations, manifested in their individual capacities, implementation of extra-curricular and out of educational activities of educational value activities of student leaders and groups leaders, methodic unions, educational material and technical base of educational institutions, financial and economic activity. In the process of monitoring of educational institutions managers collect various information which regard these or other matters, analyze from the pedagogical point of view this information, develop and implement appropriate measures for improvement.

Identifying specific tasks aimed at a specific aim target, clarification of scope of the phenomena and processes to monitor is a prerequisite of this method. Therefore, each leader engaged in surveillance of some form of educational work should be carefully prepared for observation, determine its objectives, work out surveillance plan, think about the means of capture and processing of the results.

Naturally, the monitoring conducted in the conditions of the educational process will give determined kind of results. In this case, teachers and students as the times do not have to know that they are the object of observation, otherwise this method can take an unnatural appearance and that is, they can behave specially trained for being observed. The observations carried out in this way, plays an important role in the improvement and the improvement of teaching educational work.

Method of conversations in the management. In the system of internal control of the educational institution the method of conversation are used by teachers, educators, and heads of the circle in the identification of certain educational activities of students as well as their relationship to the different events. The conversation is held between teachers and students, with classroom teachers, heads of workshops, group leaders' extended-day, and the head of the information-resource center, students' parents, other staff and students. Like the method of observing the conversation is advantageously carried out on the basis of the plan specifically designed in natural condition in teaching. Keeping a careful record and consistent keeping of the conversation analysis (protocol stenography or recorded on tape) will give good results.

The method of analysis of educational institutions documents. In the system of internal control of educational institutions when testing the pedagogical process and some of its events and facts-depth study and comprehensive analysis of the documents of educational institutions is one of the necessary requirements. Because in these documents of educational institutions reflected the implementation of solutions such as education of the younger generation of teachers, their training.

The structure of the documents of educational institutions include: schedule of training lessons, all kinds of work plan of the educational institution, reports of continuous educational institution, documents and reports related to educational activities, the Regulations on the extracurricular and out of educational institutions, instructional -

methodic guidelines, developed on this base various documents programs and plans of the educational institution (the orders and decisions of the Council), the distribution of teaching educational work, personal papers of teachers and students check students' attendance in class, students journals, books of orders of educational institutions (for teachers and students), resolution book of the pedagogical council of educational institution, the estimate of the educational institutions and other financial documents developed on this basis, statistical reports, passport of the educational institution, the inventory book, and others.

- In the study of documents of educational institutions it should be paid attention to the following activities: increase and decrease the number of students to prevent their departure from the educational institution, the degree of achievements of some students on various disciplines and the overall progress of the whole class, prevention and elimination of poor learning and a two-year lag of students in the same class, the classification of the measures for the promotion and punishment, characteristic of pedagogical council of educational institution, the state of extra-curricular activities of educational institutions, the question of strengthening the training and material and technical base of educational institutions as a result of cooperation with the parent committee, social, employment, mentoring, trade, construction and health care organizations, educational institutions, of continuing education, professional colleges, on its financial and economic and educational propagandizing activity.

It should be noted that the analysis of the documents of educational institutions from the head of the educational institution makes it possible to ensure the operability of activity and workability of teachers, as well as increasing the responsibility of the teaching staff for the practical implementation of the state laws in the public education system and accepted by the educational institution decisions and orders, identify their weaknesses in teaching educational work.

The foregoing is a general, unified educational institution management system, which reflects the different aspects of the teaching educational process, as well as diversity of content, forms and methods of teaching staff activities and educational institution workers.

Publications

1. Ахлидинов Р. Ш. Система управления образовательным учреждением. - Ташкент: Укитувчи, 2002.
2. Миркасымов М. А. Работа по повышению квалификации и переквалификации педагогических работников. -Ташкент: Узбекистан, 1992.
3. Махмудов Ю. Ф., Эшкараев А. Х. Раҳбар сифатлари, хусусиятлари, фазилатлари. Ўқув-услугий қўлланма. -Тошкент: factor print, 2021.- 336-бет
4. Mahmudov Y. G., RaimovG. F. Specific psychological characteristics of improving the content of physics education on the basis of solving non-standard problems //Current research journal of pedagogics. -2021. -т. 2. -No. 07. -с. 16-18.15.
5. FayzullaevichR. G. Methodology of selection, construction and solution of non-standard graphics, drawings, pictures of the department of physics" mechanics". -2021.
6. Mahmudov Y. G., RaimovG. F. Student's creative abilities in the solution of non-standard problems in physics and their evaluation //Asian Journal of Multidimensional Research. - 2021. -Т. 10. -No. 8. -С. 290-293.
7. Raimov, G`ayrat Fayzullayevich (2020) "MAKTAB FIZIKA DARSLARIDA NOSTANDART MASALALAR YECHISH METODIKASI," *Scientific Bulletin of Namangan State University*: Vol. 2 : Iss. 7 , Article 54. Available at: <https://uzjournals.edu.uz/namdu/vol2/iss7/54>