

ADMINISTRATIVE ACTIVITY OF HEADS OF EDUCATIONAL INSTITUTIONS IMPROVEMENT

Munisa Dustberdiyeva

Bachelor at Uzbekistan State World Languages University

dustberdiyeva@gmail.com

Abstract:

This article which is for educational management and educational institution leaders highlights the importance of developing management competence. This is education problems related to the management and development of the educational system in institutions is an article written about theoretical and practical issues to be solved. In the article, there are more details provided on the skills and knowledge required for leaders, and this knowledge improves the educational process and improves the quality of education in the educational institution.

Keywords: Educational management, leadership skills, management, competence, quality of education, management of educational institutions.

Introduction

Articles dedicated to the management of the educational process in educational institutions. Many have been published, but this article is about the management of educational institution leaders aimed at developing competence. These are the necessary skills for leaders and aimed at developing knowledge.

Research methodology: Development of the education system today stage, market relations taking a strong place in the life of society to democratic, economic forms of management in the administrative-command system change of the management mechanism of the educational system characterized by the transition making it necessary. It's not just pushing the management issue forward issues, but also the methods of its implementation by management subjects improvement, productivity in management activities of leaders at different levels problems such as prediction and formation of operational characteristics pushes.

The current stage of development of the educational system, the market relations in the life of society is characterized by the transition to democratic, economic forms of management in the administrative command system stipulating the need to change the management mechanism of the educational system is putting It not only brings forward the problem of management, but improving the methods of its implementation by management subjects, productive activity in the management activities of leaders at different level, so also advances problems such as prediction and formation of properties.

1. V. Dahl's explanatory dictionary defines the management process as follows:

"Management is the way to advance, to rule by directing, to own something, lead, master, its distributor to be".

2. A.I. Kitov's definition: "Management is leading people, they is to work with". Management in modern practice regulates the behavior of people is defined as an activity related to

3. Management based on coercion (the leader is under his control affects employees through the possibility of punishment);

4. Management based on incentives (material and moral encourage);

5. Expert management (subordinate employees are professional of the leader highly evaluate their competence);

6. Setting an example (subordinate employees treat the leader as a person and respect as an expert and strive to be like him);

7. Legal or traditional management (high official status of the leader gives him the right to command).

Organizational function. The task set before the labor team is a team requires the resolution of the issue of organization of activities. Being organized is the most important and responsible function of a leader. There are several of them consisting of stages or operations.

1. The first stage is the planning of tasks among subordinates and distribution. It is the distribution of tasks, the general plan for the subordinate 3Explain the share of his participation in the performance of the organizational function is the central indicator (equal to the control stage).

2. The second stage is to control the results of the subordinates' work. Leader first of all, the deadline for the work, and then the discipline and the quality of the work should be controlled. The control function is also as a central symbol is distinguished. He is directly and indirectly the leader's other functions.

8. The third stage - to subordinates during the execution of the task help. The leader constantly monitors the activities of employees will have the opportunity to help them in time, because he always gets acquainted with the employee's work performance process.

9. The fourth stage is the stage of applying sanctions, which is under control to encourage employees for the timely and high-quality completion of tasks or their own it may consist of punishment for non-timeliness, poor quality, etc.

10. All these four stages are combined into one stage, which is them allows to be included in it as structural elements of the organizational function giving, this function is to coordinate the efforts of the leader and his employees conscious, goal-oriented, multi-level activities aimed at unification shows.

Until recently, the description of management methods focused only on economic and they focused only on administrative methods. However, in recent times, there have been ideas that are more compatible with the new conditions. Three main groups of management methods - economic, organizational-command and indicates the existence of socio-psychological methods.

1. Economic methods to the enterprise and all its divisions in general, it is in the interest of every employee to work well, considering the requirements economic levers that create

conditions (price, credit, material incentives, etc.) shows an interconnected complex. Economic reorganization is aimed at increasing the effectiveness of these methods.

2. Organizational-command (administrative) methods are the same as economic methods fulfill the tasks it performs, but in this form of influence and different methods. Economic methods are known to leaders of management permission to choose various methods of influence to fulfill their tasks will give.

The selection of characters is carried out voluntarily by the employees, each of the team carried out in accordance with the values adopted by one member.

There is an interdependence between leadership methods and activities, and it's the following main aspects are highlighted:

1. The leadership method is ultimately self-leadership determines and subjugates. Such subjugation or suitable condition selection of management personnel, or direction of "internal reconstruction" of the leader is achieved by re-transformation.

2. Leadership for each emerging method of leadership is suitable, that is, for each method to manifest itself to individuals, it takes the form of a certain stable stereotype that feels the need to focus on individual activity. There is a variety of leadership in these methods are implemented in different ways. First, in the aggregate of individual activities every leader is a unique, unique person and conducts work

shows unique, unrepeatable activity, and secondly, leaders' personal, in their individual aspects, becoming the character of a certain type of individuality some general that goes and acquires the ability to exist independently edges-stereotypes are manifested in typical activities.

3. This or that method of leadership is different in practice it is revealed in different forms, as a result of which the leadership is one and the same method will have different effectiveness in different situations. Regarding the method management activity is relatively autonomous and autonomous.

4. Leadership activities as a result of their autonomy at a certain level new leadership as an internal questioning of the existing method of leadership affects the method and is specific to the new leadership method in one way or another the edges may absorb. Managerial activity is an activity used by a leader in working with people is a typical system of methods. Leadership activity is also the leader's talk, people in the activity of listening, as well as in the preparation, acceptance and implementation of decisions. It is manifested in how it organizes its processes. About the leader personal workplace and how the work of the labor team he manages is organized. It is also possible to think about it.

The management process is a two-sided phenomenon. On the one hand, it is an organization the previous experiences of the activity, the existing standards are brought to light, the second on the other hand, it shows the leader's creativity and research activity. Practical From the point of view, the concepts of "leadership" and "management" are mutually compatible. They differ from each other in understanding them on a more strict, scientific basis. Management can be carried out in relation to objects, things, technical systems; leadership and it is carried out only in relation to living persons, i.e. people. Leadership has

different colors, but is subordinated to a single goal, making and making decisions, managing a team, ensuring the conditions for the execution of orders, supervising subordinates, punishing and such functions as promotion work, correction of management decisions unites

Summary

1. The activity is considered an important component of management activity and is connected with the individual characteristics of the leading person. Described that none of the activities can be used in any situations, universality cannot claim. Therefore, the most important quality of the leader is to perform various activities the ability to use them expertly depending on the situation.
2. The study of management activities is clearly expressed interdisciplinary. It is a series dedicated to the study of leadership personality directions - acmeology, developmental psychology, personality psychology, general occurs at the intersection of psychology, pedagogy and others. Each a considerable amount of theoretical and empirical work within the specified directions information is collected that is directly related to the solution of the problem the real theoretical basis of their research and the activity of management activities creating new approaches to solving the problem of forming characteristics allows to consider as a basis for.
3. Taking into account the content of management activities, the leader is the main one stable methods of behavior directed in their management activities, should be considered as a system of strategies and tactics. On the one hand, this values, motives, content, basis of strategies and management activities system of guidelines, general life strategy of the leader connections will be available. On the other hand, it is the system itself, as well as the person manifested in various fields of activity, including professional activity the set of stable patterns of behavior has a deep determination and includes its roots in the development of the subject of management an individual who acquires both the characteristics and his formation as a specialist can be found in history.

References

1. Nurmatova, S. (2019). Management System in Educational Institutions Development. Tashkent: TAFI Press.
2. Bobojonov, A. (2018). Management of higher education institutions: Theoretical fundamentals and practical practice. Tashkent: TAFI Press.
3. Irgasheva, D. (2019). Educational Administration and Management. Tashkent: Teacher.
4. Hamidova, M., & Karimova, S. (2021). Educational Administration and Management. Tashkent: Teacher. INTERDISCIPLINARY INNOVATIONS IN UZBEKISTAN AND SCIENTIFIC RESEARCH MAGAZINE NUMBER 19 05/20/2023
5. Bekchanova, D. (2018). Mutual of Educational Institution Management Cooperation: Theory and Practice. Tashkent: TAFI Press.

-
6. Jurayeva, N. (2020). Educational Management and Administration. Tashkent: Science and Technology.
 7. Rasulova, Z. (2019). Principal of Educational Institution Management Concepts. Tashkent: TAFI Press.
 8. Mamarasulov, S. (2021). Principal of Educational Institution Management Concepts and Practice. Tashkent: TAFI Press.
 9. Potashkin M.M. Upravlenie sovremennoy shkoloy (V voprosakh I otvetax).M.1997