

WAYS TO INCREASE THE EFFICIENCY OF MANAGEMENT OF EDUCATIONAL PROCESSES USING INFORMATION TECHNOLOGIES

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Annotation: *This article provides information on ways to effectively manage employees in educational institutions, planning, organizing, assigning, motivating, leading, coordinating, and using information technologies.*

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Introduction: Nowadays, the use of multimedia technologies in the educational process is becoming more and more widespread. The intended content and purpose of the education intended for students is to prepare one student for an independent life, acquiring independent knowledge according to students' wishes, desires and interests, to be able to effectively apply the acquired knowledge in the necessary places, to form initial professional skills. It is important that the use of multimedia technologies in the course of the lesson is an effective and effective way to fulfill such tasks. For this, it is necessary for the teacher to be able to understand the essence of multimedia technologies and to be able to use them in his place. The concept of multimedia means a set of tools that process information in various forms. Multimedia technologies are a set of tools that process information in various forms. Multimedia technologies primarily include tools that process sounds and video elements. In addition, multiplication (animation) and high-quality graphics are among multimedia technologies. Perhaps, in the future, multimedia tools will allow working with other types of information, for example, virtual reality.

Modern educational tools - interactive, audio-visual, multimedia educational equipment are not just tools that are becoming fashionable, but also a variable opportunity for the development of students' personality. The task of the modern education system is not only to impart knowledge, but also to help students to develop their creative thinking. Any theoretical knowledge must be strengthened by practice. It is very important to actively involve and interest students in the educational process. The educational process is very effective on the basis of making teaching interesting and all students are fully active in it. Visual tools also play an important role in this, they develop the ability to work with different sources of information and compare the obtained results. As a result of the correct organization of the educational process, first of all, the universal effect of education,

and based on it, useful qualifications and skills, and finally a wide range of potentials are formed.

Experiences in the field of education show that almost all leaders are interested in developing their management skills, learning about modern management science and approaches. Improving the leader's personality, the development of intellectual and organizational abilities in him are one of the requirements of the present time, and such activity first of all begins with the leader's deeper self-study, "checking" what is in his "inner reserve" and what is not. Management has the power to influence the managed unit in a regular, planned and goal-oriented manner. Such cross-activity ensures the workability of the system. In the management process, the life of the organization is viewed as a complex and dynamic aspect, and management is understood as an interdependent, continuous process of performing functions. As such functions, we can indicate: planning, organization, assignment (administrative management), motivation, leadership, coordination, control, research, communication, evaluation, decision making, personnel selection, negotiation and delegation.

For this purpose, the structure should have a responsible manager. Considering the organization as a structure, its leader is understood as a person who provides exactly two main functions of management. When analyzed at the level of the organization, the main functions mentioned above are expressed as follows:

- the goal-directing function embodies tasks that lead the organization to a certain goal.
- organizational function is the optimal use of the available opportunities in various departments of the organization.

The main functions and tasks that the leader must perform are graphically expressed as follows. The following special functions arise from the main functions of organization management:

1. Planning function: The vision of what the result will be, the steps and methods to achieve it. The main principle is the coordination of managing and managed entities.
2. Control function: to keep information about the activity of the organization, its funds and resources, to have information about the effectiveness of management. The basis of the control is to compare the real activity with the plan during the calculation and control process.
3. Political-legal function: controls and ensures that the employees of the organization operate within the framework of laws and rights accepted in society.

4. Social function: Social phenomena (various professional activities and differences in their remuneration, implementation of social justice, existence of employees in need of social protection).
5. Stimulation function: It consists in ensuring that executive actions pass normally, and includes the means of material and moral stimulation. Management goals and objectives create management relationships. In the field of personnel placement, the personnel management service is tasked with selecting candidates for available vacancies, setting values in the workplace, and in-depth study of the employee's personal and professional characteristics in matters related to the workplace and profession.

The modern world level of the development of information and communication technologies is such that the creation of a national system compatible with the integration of the infrastructures of the world information space and the national information and computing network in the republic is an important factor in the effectiveness of the national economy, management, science and education. These problems are very complex and at the same time urgent for our republic. The results of the implementation of economic, structural and other changes currently being carried out also depend on how and in what time frame the problems related to informatization are solved in the republic. The creation of electronic educational tools for educational subjects further expands the possibility of using modern information and communication technologies in teaching these subjects. This, in turn, is the main factor of students' in-depth assimilation of knowledge in these subjects and increases the quality and efficiency of education. The implementation of such efforts will make it possible to accelerate the wide application of modern pedagogical and information technologies in the educational process, arming professors and teachers with advanced pedagogical knowledge and technologies, improving their skills, to study the experience of foreign higher education institutions in depth, and to introduce their effective methods and tools into our national education system.

Practice shows that teaching students on the basis of multimedia tools is twice as effective and saves time. It is possible to save up to 30% of time in learning based on multimedia tools, and the acquired knowledge will be stored in the memory for a long time. If the students receive the given materials on the basis of sight, the retention of information in memory increases by 25-30%. In addition, if educational materials are presented in the form of audio, video and graphics, retention of materials in memory increases by 75%. Teaching students based on multimedia tools has the following advantages:

- 1) there is a possibility of deeper and more perfect assimilation of the given materials;
- 2) the passion for close contact with new areas of education will increase;
- 3) as a result of reducing the time of education, achieving the opportunity to save time;
- 4) acquired knowledge is kept in one's memory for a long time and it is possible to use it in practice if necessary.

Informatics and information technologies, as a fundamental science, deals with the development of a methodology for establishing management processes with information on the basis of computer information systems. There is also an opinion that one of the main tasks of science is to determine what information systems are, what place they occupy, what structure they should have, how they work, and what laws are characteristic of them.

In Europe, the following main scientific directions can be distinguished in the field of informatics: network structure development, computer integrated process production, economic and medical informatics, social insurance and environmental informatics, professional information systems. The emergence of the multimedia system has led to revolutionary changes in several professional fields such as education, science, art, computer training, advertising, technology, medicine, mathematics, business, and scientific research.

As with the use of textbooks, the educational strategy in the use of multimedia tools can be enriched with content in the educational process only when the teacher is engaged not only in providing information, but also in helping learners, support and managing the process. Usually, presentations enriched with beautiful images or animations are more attractive than plain text and can complement the material being presented and provide the necessary emotional level. Multimedia tools can be used in harmony with different educational directions (styles) and can be used by people with different mental and age characteristics of learning and receiving knowledge. Some learners prefer to learn and absorb knowledge directly by reading, some by listening comprehension, and others by watching (videos). Interactive multimedia technologies provide non-traditional comfort to the learner with academic needs.

Also, employee adaptation management refers to the employee's adaptation to changing conditions or to a new workplace and quickly reintegrating into team life. It is necessary to lead employees towards the goals of the organization, to achieve the goals of the organization through the activity and participation of employees. When motivating employees, that is, instilling enthusiasm in them to work towards

the goal of the organization, the main essence of motivation is to harmonize the goal of the organization and the interests of the employee, and this responsible task is usually assigned to the leader.

Labor relations that are important to society are usually reinforced by law. Various normative aspects of mutual relations find their characteristics at the level of this network, region, organization, department of the enterprise, individual employee. The head of personnel management is obliged to know such regulatory documents, to be able to apply them in practice, to develop independent guidelines based on them, to publicize them, to be able to explain their content to the employees of the organization.

Conclusion: In short, multimedia tools are an effective and promising tool (instrument) of education, which provides the teacher with a large-scale array of information, rather than a traditional source of information; using not only text, graphics, schemes, but also sound, animations, video, etc. in a visual and harmonious manner; creates an opportunity to select types of information in a sequence in accordance with the level of reception (perception) and logical learning of learners.

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