ACTIVITY OF THE EDUCATIONAL PROCESS COORDINATION SECTOR WITHIN THE OFFICE OF THE REGISTRATOR

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Annotation: Learning outcomes are a shared responsibility, achieving learning outcomes that are individually linked to participants may be rare. Learning outcomes can be achieved through coordinated action, agreed commitments, and effective collaboration. In this article, the educational results achieved by the educational process coordination sector, which is a part of the registrar's office in pedagogic higher education institutions, and the work that needs to be done in the organization of the sector's activities are discussed. Through the activity of the sector, in the credit-module system, the subjects intended for the semesters in the curriculum related to the educational process are attached to the system in the course section, the subject resources taught by the departments in the semesters are placed in the system, and the calculation of the number of study hours based on the time standards of the subjects in the curriculum related to the departments for the academic year is centrally controlled. and regulation is envisaged.

Key words: Educational process coordination sector, academic year, time standards , educational results, educational resources, educational coordination, credit-module system, HEMIS platform, academic calendar.

Introduction. Alignment in education is a practice that creates a positive learning environment for student success and is rigorously monitored to meet student learning goals.

A proper coordination plan can emphasize that learning outcomes are enhanced. Nevertheless, each coordination plan includes stakeholders (students, faculty, parents, administration, university council, community members) who are an integral part of this multifaceted and complex process . A continuous exchange between these facilities leads to educational harmony.

By engaging students in group projects, educators can ensure equity in education. With this approach, students spend their time learning cooperatively, and as a result, a sense of shared responsibility increases among them [5].

The main component of education is the use of educational materials. During the educational process, the pedagogue-employee should prepare educational materials. The purpose of educational materials is to support teaching staff and students in their learning (Magdalena et al., 2020). Educators can prepare students for learning using educational resources. Learning resources are available in various print

media, including handouts, books, modules, brochures and pamphlets (Mulyasa, 2018). One of the learning materials that can be used is a module.

A learning material, known as a module, is a set of planned and prepared learning activities that help students master specific learning objectives. Modules can be integrated and methodically collected, learning skills (Daryanto, 2013).

No. PF-5847 dated October 8, 2019 of the President of the Republic of Uzbekistan "On approval of the concept of the development of the higher education system of the Republic of Uzbekistan until 2030" and "Strategy of Actions on the five priority directions of the development of the Republic of Uzbekistan in 2017-2021" Year of development of science, enlightenment and digital economy in order to ensure the implementation of the tasks defined in the decree No. PF-5953 of March 2, 2020, the Cabinet of Ministers No. 824 of December 31, 2020 "On measures to improve the system related to the organization of the educational process in higher education institutions" The decision was made. Based on this decision, the credit-module system was introduced into the educational process in higher education institutions of our republic.

In order to ensure the implementation of this decision, to raise the content of higher education to a new level in terms of quality, to establish a system of training highly qualified personnel who will contribute to the sustainable development of the social sphere and economic sectors, and who can find their place in the labor market, the educational processes at the Jizzakh State Pedagogical University will also be subject to the credit of full education. transferred to the module system.

In the credit-module system, the concept of the student's learning time is not limited to the concept of class time, but is measured by the total time spent by the student on studying . It indicates that the source of knowledge is not only the teacher-employee or the audience. It can be said that in the credit-module system, the concept of study time is approached not from the point of view of the pedagogue-employee, but from the point of view of the student. This distribution of the student's learning load also means that the student must take some responsibility for the learning process, and study the subject regularly in and out of class.

Discussion. Traditional educational technology is intended for a certain period, the educational process is more focused on the teacher, and it is to achieve the educational goal using the traditional form of teaching, methods and a set of educational tools.

The debate between traditional and modern education has existed for centuries. This debate is often seen as a battle between two competing philosophies, with proponents of each arguing that their approach is the only way to effectively educate students. It ultimately comes down to a matter of preference and what works best for each student. At this point, the question arises: How does modern

education affect our lives, which method of education is better, first of all, what are the positive and negative aspects of traditional education and modern education?

Traditional education involves the use of traditional teaching aids consisting of blackboards, chalk, books and pencils. The students who remain in the auditorium receive education from the pedagogues-employees who are in the class and receive direct help from them in case of discomfort or doubts about the topic. There are still staff from many educational institutions who believe that formal education in classrooms has its own merits and value.

Modern teaching methods are very important and play an important role in the development of students' education and knowledge. Modern education includes a variety of learning and teaching methods that encourage students to switch quickly between activities. Education is interesting for students as a result of application of science and technology achievements to the teaching method.

Education plays a key role in the development of human civilization. Since time immemorial, the method of education has been continuously evolving with time and is still undergoing many changes due to advanced technology. We are all familiar with the traditional methods of classroom teaching to a group of students . However, with the interplay of the Internet and digital technologies, the organization of teaching processes on online platforms is today's demand. One of the urgent demands of today is to adapt to a modern education system that is beneficial to a wide range of students across the world at the same time. Ways to encourage greater student participation from every corner of the world are benefiting students more.

In the traditional education system, it was assumed that the students would be taught in the auditorium based on the teaching methodical set prepared for the subject by the pedagogue. On this basis, the students received only the knowledge passed through the lecture in the auditorium and received only instructions on their independent learning, and on this basis, if the relevant literature was available in the university library, they independently learned it, and in most cases, the tasks related to the subject, which should be learned independently, were not completed. Including, the amount of study hours developed by the department for the academic year was developed by the head of the department and approved in agreement with the educational method department. In addition, optional subjects were selected based on the characteristics of the department and the existing scientific potential of the department and were included in the working curricula without the participation of students. Course work and graduation qualification work are thematized based on the scientific potential of the department, these processes are discussed at department meetings and distributed to students on this basis.

These days, these situations must be done in a very student-oriented way. Based on this, the organization of educational processes based on the credit-module system

shows that it is necessary to switch to student-oriented education as much as possible.

The activity of the sector of coordination of educational processes, which is part of the registrar's office, which carries out such tasks as the introduction of advanced standards of higher education in the university based on international experiences, including the step-by-step transition from education focused on theoretical knowledge to the formation of practical skills in educational programs, to an educational system focused on independent student learning established.

It's office is clearly manifested in the activity of the registrar's office. According to this, the organization and holding of the month of competitive subjects, the inclusion of the subject chosen by students in the curriculum and the attachment to the study schedule are also considered office activities.
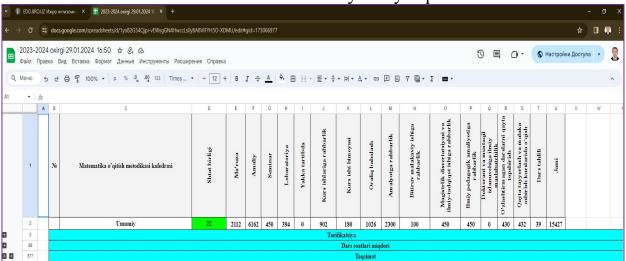
Analysis of experimental results.

Today, development and changes are taking place at a rapid pace in every field. In such a case, it is natural that important tasks such as learning new knowledge and putting it into practice stand before each field. Therefore, experts in each field should study the current changes in the world, study foreign experience, draw the necessary conclusions and take measures to apply them in practice for the development of their field. This situation also applies to the higher education system of our country. Now, the issue of raising personnel who meet the requirements set by the state educational standards, are in tune with the times, and are competitive in the world market is clashing with the management of higher education institutions, which independently make all kinds of resource allocation decisions.

Based on these circumstances, the educational process coordination sector in the registrar's office is responsible for automating and managing educational processes based on the credit-module system, general monitoring of all educational processes, educational and methodological assistance to faculties and departments, curriculum based on state educational standards, science programs (to assist in the creation and development of the syllabus), to develop the amount of annual study hours of the departments operating in the university and to distribute them correctly to the pedagogues-employees based on their specialization, and to provide assistance and control over their implementation, to coordinate and control the timely implementation of the academic calendar, application of regulatory documents to the educational process, identification of standards that are not working well and preparation of appropriate recommendations and proposals for their further improvement, formation of approved curricula in the system from the beginning of the new academic year, placement of compulsory and optional subjects in the Uzbek, Russian and English languages, modern implementation of educational processes and organization of seminars and trainings for pedagogues-employees and students regarding pedagogical experiences, maintaining and controlling the
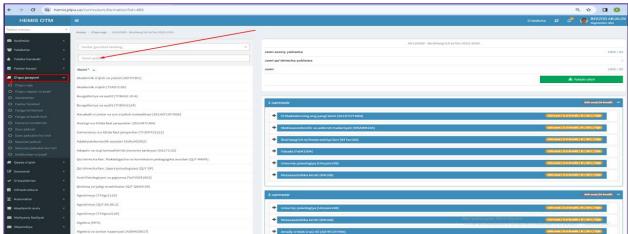
report of electronic resources entered into the system by university pedagogues-employees for students' remote use, monitoring the quality and reporting of system tasks created for students to engage in independent education, organization of observation under the control of cameras installed in the auditoriums to ensure that the educational activities are organized in the auditoriums specified in the lesson schedule in a timely manner and in accordance with the requirements deals with tasks.

Controls and methodically supports the calculation of the number of study hours of the subjects related to the existing departments in the curricula, based on the time standards in a centralized state at the university. On this basis, based on the amount of educational hours developed for the academic year of the existing departments, the university will also establish control over the implementation of the amount of educational hours calculated for the academic year by departments.
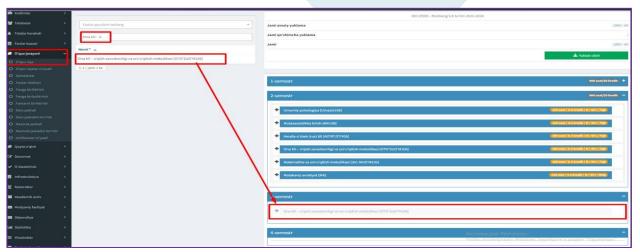

Formation of the number of study hours for departments in a centralized state is carried out on the basis of this table.

The mechanism of entering curricula into the system and attaching subjects to semesters is carried out as follows.
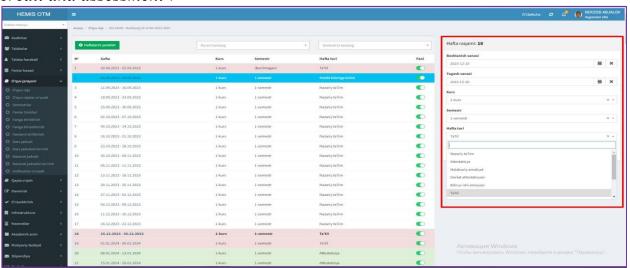

Attaching the subject to the relevant semester.

Attach the subject to the department and enter the types of training, hours, credit and assessment .
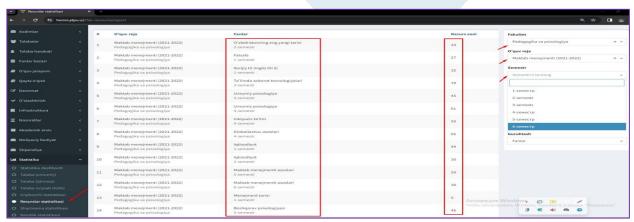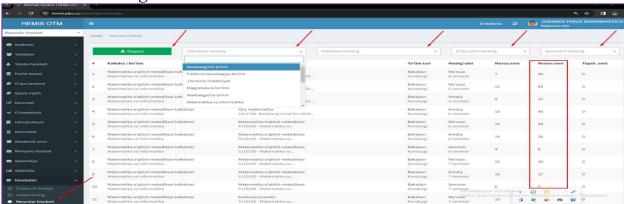

Creating study weeks.

After the implementation of these processes, department heads will attach pedagogues-employees to subjects and introduce science resources into the system. Science teachers are responsible for entering science resources into the system based on the established procedure, and if they encounter difficulties, they can get methodological help by contacting the sector employees. Through the requirements set for educational resources, they are placed in the system and independent educational tasks are included in the system, as well as by monitoring their implementation, the necessary methodological support is provided to the pedagogues-employees. In these cases, the resources and assignments posted in the system help the students to work on themselves. Apart from the auditorium, students can get the necessary science resources and necessary literature related to the science at any time through the system.
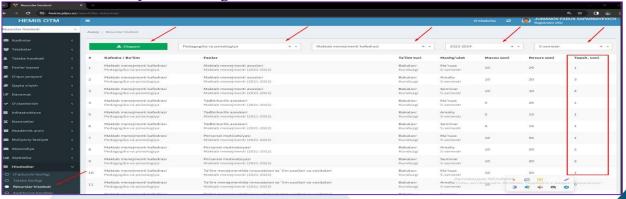
View through resource statistics

The ability to view and esport through the resource report

Procedure for creating a task

Departmental report of independent study assignments (view through the resource report).

To implement these processes, the pedagogue-employee must meet today's requirements. Taking this into account, the registrar's office of the educational process coordination sector will monitor the actual work done on the system and develop the necessary instructions.

The fulfillment of independent educational assignments and course assignments given to students through the HEMIS system is checked by a pedagogue-employee through the system. The results of the checked assignments are visible to him directly from the student's profile. By organizing the activity of the sector of coordination of educational processes, it is planned to achieve positive results in educational activities at the university.

Conclusion. As we mentioned above, the transition to the credit-module system requires new approaches, starting from the creation of educational programs, to the organization of lessons by pedagogues-employees. If the activities of the registrar's office are introduced by organizing the study process according to the credit-module system, it can bring great positive results to the university.

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