

THE IMPORTANCE OF ORGANIZING THE TUTOR'S ACTIVITY

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Annotation: This article discusses the proper organization of the Tutor's activities in compliance with current legislation, the rules of conduct of a higher educational institution, and the requirements specified in the regulations.

Keywords: site, chat, internet resources, educational literature, telegram, computer tutor, regulatory documents, ethical rules, technology.

A tutor is an employee of a higher educational institution who meets the relevant qualification requirements and possesses high moral qualities and assists the students of his/her assigned group in their education, as well as in the meaningful organization of their free time outside of classes, educates them in the spirit of humanity, justice, hard work, love for the Motherland, involves them in circles and clubs organized within the framework of five important initiatives, and carries out activities aimed at resolving all issues and problems that arise during the educational process in an established manner. The tutor regularly visits the residences of students living in student dormitories, rented and private apartments, studies the conditions created there and the problems of students, and takes measures to improve them. In his/her activities, the tutor complies with current legislation, the internal rules and regulations of the higher educational institution, as well as these regulations.

To do this, it is necessary to pay attention to the following main aspects:

1. Determining the tasks and responsibilities of the tutor:

Tutors are individuals who help students develop independent learning activities, and their main tasks are as follows: Introducing students to the conditions of a higher educational institution; Directing students in accordance with their interests and needs; Helping students effectively organize their free time; Involving students in various circles, clubs and sports activities; Helping students prepare for prestigious scholarships and grants; Regularly talking to married, pregnant and children students

2. Improving the skills of tutors:

Tutors must be pedagogically and psychologically mature. To improve their skills, it is important to regularly organize training seminars, exchange programs and trainings.

3. Regulating tutoring activities with regulatory documents:

In order to effectively organize tutoring activities, it is necessary to develop and adhere to relevant regulatory documents. These documents clearly define the duties, rights, and responsibilities of tutors.

4. Individual work with students:

It is important to provide an individual approach to each student, taking into account their needs and interests. This can increase the level of mastery and motivation of students.

By implementing the above measures, it is possible to effectively organize tutoring activities and increase the success of students in the educational process.

The tutor's daily activities are aimed at supporting the educational process of students and promoting their spiritual and moral development. It is no secret that today modern information technologies have rapidly entered our lives. The tutor should also be responsible for ensuring the effective use of these information technologies. Because the student should be reminded not to be

deceived by Telegram, TikTok, Instagram and various entertaining social networking sites, chats and channels carrying foreign extremist propaganda on his personal phone. It is necessary to instill in its students the role of computers and telephones in helping them to improve their scientific potential and to form their national and universal character. Below are general recommendations for a tutor's daily work schedule:

1. During classes:

Monitoring students' attendance at classes.

Conducting individual conversations with students, listening to their problems and helping to find solutions.

2. After lunch:

Organizing or participating in spiritual and educational events. Conducting group classes or discussions with students. Independent learning is the consolidation and development of a student's or learner's knowledge and skills outside the classroom, independently of the lesson process.

3. In the afternoon:

Registering and updating student documents.

Contacting parents, informing them about students' learning and behavior.

4. At the end of the day:

Preparing a report on the events and meetings held.

Making plans for tomorrow and carrying out the necessary preparatory work.

The tutor's commitment to students is also formal, and the tutor leads the formality of cooperation with them both individually and in groups. It is recognized as a highly significant fact that the results of the "tutor-student" cooperation are transferred to the form of mutual respect and trust at the formal level.

Tutors work on the basis of an approved work plan for the academic year and perform daily tasks in accordance with this plan. They report daily, weekly, monthly and annual reports on the tasks performed and submit them to the administration of the higher educational institution. It should be noted that the daily activities of the tutor may vary depending on the internal regulations of the higher educational institution and the needs of students. Therefore, tutors should feel that they are working around the clock.

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