INFORMATION SYSTEMS OF COLLEGE MANAGEMENT

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Abstract. Using information management system improves efficiency. The structure of the system of information support of the college management is formed by the internal flow of information flows within the system, as well as access to a system of interacting entities, their information and managerial competencies. The article characterized by the college management. This article substantially disclosed stage design and execution of administrative decisions and enforcement of administrative decisions. We consider the morphological, structural, functional, genetic information system analysis college management system. There to isolate elements of the information system. The article described rules of interaction with the elements. The article revealed information and management functions of the system.

Keywords: information, information management system, college, college management, systems analysis, elements of the information system, the structure of the information system, the functions of information systems, the development of the information system.

College has features in a system of continuous education of the Republic of Uzbekistan (Taylakov N. I. & Eshtemirov S. & Aminov I. B., 2015), determining the specifics of managing it. The main process in college is an educational process. The educational process takes place by means of educational and pedagogical interaction of teachers and students, and they all perform certain educational process management (Begimkulov U. Sh., 2007; Vasilyev Y., 1990; Ganin E. A., 2004; Zhilin S. M. and Zhilina L. V., 2006; ed. Tretyakov P., 2001; Serikov G. N., 2007).

Specific features of the functioning of the College of Management is of the following symptoms (Serikov G. N., 2007; Vasilyev Y., 1990):

subject – subject to administrative cooperation partners;
combination of hierarchy and parity in the interaction of the subjects;
dependent control of the state and public facilities;
dualism sources of financial support;
hierarchy of management education management students;
information deficit.

There are two stages in the management of the college:
1. Search and registration of management decisions.
2. Execution of administrative decisions.

The first stage (search and registration of management decisions) includes:
discussion of problems;
formulation of administrative decisions scan tasks;
organization and promotion of research subjects of management options;
examination of the proposed solutions to the problem;
managerial decision-making, the development of performance management decisions concept;
documentation management solutions.

The second stage (the execution of administrative decisions) includes:
organization performance;
self-execution of administrative decisions;
administrative cooperation entities;
the subjects of competence in quality control of the execution of administrative decisions;
Forecast trends in the functioning of the educational institution;
revision of administrative decisions.

Elements of management of educational institution are:
target setting and information;
resources and costs;
administration and self-government;
design and execution of management decisions;
organization and self-organization;
stimulation and motivation;
control and self-control.

As the external elements sometimes interpreted control functions. These include the organization (self-organization), stimulation (motivation), control (self-control). The parentheses reflect the internal management or self-management.

There are other approaches to educational institution management functions: motivational target; information analysis; planning and predictive; organizational and performing; control and diagnostics; regulatory and corrective.

Other elements are the control of classification for various reasons. In terms of composition, areas, aspects and functions of the management of educational institutions, there are many copyright positions, in addition to the above (Begimkulov U. Sh., 2007; Khamdamov R. & Taylakov N. I. & Begimkulov U. Sh. & Saifev, 2011; Krasnoshlykova O. G., 2005; Polat E. S. & Buharkina M. Y. & Moses M. Y. & Petrov A. E., 2001; Serikov G. N., 2007; Vasilyev Y., 1990; Zhilin S. M. and Zhilina L. V., 2006).

In the modern society, the authors clearly come to the view of the importance of the information component in the management as a whole and in the management of an educational institution such as (Begimkulov U. Sh., 2007; Khamdamov R. & Taylakov N. I. & Begimkulov U. Sh. & Saifev, 2011; Kogalovskii M. R., 2003; Krasnoshlykova O. G., 2005; Serikov G. N., 2007; Zhilin S. M. and Zhilina L. V., 2006).

In this regard, the use of relevant management information system in relation to educational institutions.

The systematic analysis of four aspects highlighted (Serikov G. N., 2007):
– morphological;
– structural;
– functional;
– genetic.

In these aspects, we characterized the college information management system.

The morphology of the system – is its element or component composition. As part of the management information system as morphology usually mean its constituent modules and sub-modules or sections.

Samarkand Information Technology College on the basis of known control systems and traditions prevailing management introduced the following components of information management system:
"Students";
"Teachers";
"Educational process";
"Electronic teaching materials";
"Administration";
"External links".

The "disciples" module includes:
– Student cards;
– Search;
– Rated by industry;
– Comprehensive testing;
– Creation and printing on transfer orders;
– Registration of orders;
– Statistics admission of students;
– Schedule;
– Examination schedule;
– Orders for the students;
– Passing students practice;
– Analysis of the results of putting all kinds of work in the semester;
– Current and total performance;
– SJC materials and HES;
– The movement of students;
– Keeping busy and free rooms;
– The decision of the military account of problems.

The “teachers” module includes:
– Staffing;
– A private matter of the employee;
– Orders and submission;
– Additional agreements;
– Leave the editor;
– Timesheets;
– Rewards and incentives;
– Compilation of reports on staff composition;
– Data on teachers (position, academic degrees and titles, awards);

The module “Theory and practice of education management” includes:
– Discipline;
– Professional achievements;
– Duties;
– Internal systems to stimulate and evaluate teacher performance.

Module “educational process” includes components:
– The curriculum, the load, the card specialty, the Department of the card;
– Schedule;
– Student groups;
– Library support;
– Classroom Foundation;
– Staffing;
– Forum

"Electronic CMD" is an electronic bank updated teaching materials for all the specialties (Khamdamov R. & Taylakov N. I. & Begimkulov U. Sh., 2010).

The module "Administration" includes:
– Documents regulating the activities of the college;
– The organizational structure of the college;
– Registration of orders, internal document;
– Staffing;
– A private matter of the employee;
– Search for the request;
– Orders and submission;
– Orders and reporting on bonuses and allowances;
– Additional agreements;
– Leave the editor;
– Timesheets;
– Rewards and incentives;
– Compilation of reports on staff composition.

Module “External relations” includes:
– Information about partners, communication;
– Documents on cooperation.

The structure of the system of information support of the college management is formed by the internal flow of information flows within the system, as well as access to a system of interacting entities, their information and managerial competencies.

The system is introduced:
– first, relatively constant and actual information (personal data – to give receipts for their use, the input control, interim control, schedules, lecture notes, permanent jobs, places of practice, the results of examinations, coursework and final theme of work);
– second, analytical information.

Teachers in accordance with collected information and express their position:
methodical plan;
work plan for the semester and information about educational and pedagogical relationship;
analysis of situations;
entered and individual educational trajectory of each student.

Using the information system enabled:
Accumulation;
Keep;
quickly retrieve and provide the necessary information about the educational process and its participants;
to exchange information at the college;
protect information;
to carry out a robust evaluation of the justification of the work carried out or not there is any division, department, job;
to carry out verification of compliance with the plan of activities, implementation of the plan;
evaluation of significance;
assessment of the quality of work performed.

Using information management system improves efficiency, we have identified the known criteria
(Khamdamov R. & Taylakov N. I. & Begimkulov U. Sh., 2010; Khamdamov R. & Taylakov N. I. &
Begimkulov U. Sh. & Saifiev, 2011) as well as the functions performed by the system.

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