

मानव संसाधन व्यवस्थापन

(Human Resource Management)

- ❖ मानव श्रोत व्यवस्थापनमा भर्ना देखि अवकाश (Recruitment to Retirement) कार्य मात्र नभइ अवकाश पछिका गतिविधिहरु सम्म समेटिएका हुन्छन्,
- ❖ कुनै पनि संगठनले आफ्नो लक्ष्य उद्देश्य हासिल गर्नको लागि आवश्यक पर्ने मानव श्रोतको प्राप्ति, विकास, उपयोग र संभार सम्बन्धी कार्यहरुको समग्र व्यवस्थापलाई मानव श्रोत व्यवस्थापन भनिन्छ,
- ❖ Human resource management includes not only recruitment to retirement but also post-retirement activities.
- ❖ Human resource management is the overall management of activities related to the acquisition, development, utilization and Maintenance of human resources required by any organization to achieve its goals and objectives.
- ❖ Human resource management is organizing, coordinating, and managing an organization's current employees to carry out an organization's mission, vision, and goals.
- ❖ This includes recruiting, hiring, training, compensating, retaining, and motivating employees.
- ❖ HRM systems and policies are designed to maximize employee performance to achieve strategic objectives.

- ❖ Human resource management functions include recruiting, selection, training and development, remuneration, performance management, and employee relations.
- ❖ Human resource management is also concerned with legal compliance, diversity and inclusion, and workplace safety.
- ❖ HRM plays a critical role in managing people and achieving organizational requirements by establishing the organization's culture, encouraging employee engagement and happiness, and contributing to the organization's success.
- ❖ साझा लक्ष्य प्राप्तिका लागि कार्यरत मानव समूहलाई मानव संसाधन भनिन्छ भने यसको प्रभावकारी उपयोग गर्ने सम्पूर्ण प्रक्रियालाई मानव संसाधन व्यवस्थापन भनिन्छ,
- ❖ मानव संसाधन व्यवस्थापन निरन्तर चलिरहने प्रक्रिया हो,
- ❖ यो सबै तहका व्यवस्थापकले गर्नुपर्ने नियमित कार्य हो,
- ❖ यसले संगठनको उद्देश्य प्राप्त गर्न सघाउँछ,
- ❖ यो एउटा व्यवस्थित दीर्घकालीन रणनीतिक योजना हो,
- ❖ संगठनको लक्ष्य हासिल गर्नका लागि मानव संसाधनको प्रभावकारी उपयोग गर्नेसम्बन्धी सम्पूर्ण प्रक्रिया नै मानव संसाधन व्यवस्थापन हो,

- ❖ संगठनमा आवश्यक कर्मचारीको भर्नापूर्वदेखि अवकासपश्चातसम्मका नीतिगत, संरचनागत र कार्यक्रमगत व्यवस्थापन नै मानव संसाधन श्रोत व्यवस्थापन हो,
- ❖ A group of people working to achieve a common goal is called human resources, while the entire process of using it effectively is called human resource management.
- ❖ Human resource management is an ongoing process.
- ❖ This is a routine task to be done by all levels of managers.

मानव श्रोत व्यवस्थापनको आवश्यकता

- ❖ संगठनमा तोकिएका कार्यहरु गर्नको लागि उपयुक्त जनशक्ति प्राप्त गर्ने,
- ❖ संगठनको लक्ष तथा उद्देश्य प्राप्त गर्न सक्ने गरी जनशक्तिको क्षमता विकास गर्ने,
- ❖ उपलब्ध जनशक्तिको अति उत्तम उपयोग गरी लक्षित परिणाम हासिल गर्ने,
- ❖ जनशक्तिको माग र आपूर्ति बीचमा सन्तुलन मिलाउने,
- ❖ जनशक्तिको कमभन्दा कम आगमन (in) र बहिर्गमन (out) हुने वातावरण निर्माण गर्ने,
- ❖ कार्यमा निरन्तरता कायम गर्ने,

- ❖ जनशक्तिलाई कार्यप्रति उत्प्रेरित गराउने,
- ❖ कर्मचारीमा भएको योग्यता, क्षमता, कार्य अनुभव र उर्जाको उपयुक्त रूपमा उपयोग गर्ने
- ❖ जनशक्तिलाई उच्च स्तरको कार्यसम्पादन गर्न प्रेरित गर्ने,
- ❖ Obtaining suitable manpower to carry out the assigned tasks in the organization,
- ❖ To develop the capacity of human resources so as to be able to achieve the goals and objectives of the organization,
- ❖ To achieve the target results by making the best use of the available manpower,
- ❖ Balancing the demand and supply of manpower,
- ❖ Creating an environment where there is minimal inflow and outflow of manpower,
- ❖ To maintain continuity of work,
- ❖ To motivate the workforce towards work,
- ❖ Appropriately use the skills, abilities, work experience and energy of the employees
- ❖ To inspire the human resources to perform at a higher level,



- Hiring and Recruitment
- Planning and scheduling
- Onboarding and training
- Documentation of rules and policies
- Performance management of employees
- Resolution of conflict
- Ensuring health and Safety
- Positive reinforcement
- Recording as well as Reporting
- Managing compensation and benefits

मानव श्रोत व्यवस्थापनका आयाम वा पक्षहरु:

- (क) प्राप्ति (Acquisition)
- (ख) तालिम र विकास (Training and Development)
- (ग) उपयोग (Utilization)
- (घ) संभार (Maintenance)

(क) प्राप्ति (Acquisition)

- ❖ Job Analysis
- ❖ Structural Functional Analysis
- ❖ Competency Mapping
- ❖ भर्ना (**Recruitment**): संगठनमा आवश्यक पर्ने कर्मचारी पूर्तिको लागि योग्य उम्मेदवारहरुको खोजी गर्ने तथा उनीहरुलाई दरखास्त दिन प्रेरित गर्ने प्रक्रियालाई भर्ना भनिन्छ ।
- ✓ सकारात्मक र नकारात्मक
- ❖ छनौट (Selection) प्राप्त आवेदनहरु मध्येबाट संगठनका लागि उपयोगी जनशक्ति छनौट गर्ने प्रकृया
- ❖ नियुक्ति(Appointment) छनौट भइसकेपछि निजलाई औपचारिक किसिमले संगठनको काममा लगाउनु भन्दा अघि नियुक्तिपत्र दिइन्छ,

- ❖ सामाजिकीकरण (Socialization) काममा लगाउनु भन्दा अगाडि कामसँग सम्बन्धित विषयमा जानकारी गराउने र काममा पठाउने कार्य,
- ❖ **Recruitment:** The process of searching for qualified candidates and encouraging them to apply is called recruitment.
- ✓ **positive and negative**
- ❖ Selection (Selection) The process of choosing useful manpower for the organization from among the applications received.
- ❖ **Appointment;** After being selected, he/she is given an appointment letter before he/she is formally employed in the organization.
- ❖ **Socialization;** The act of informing about work-related matters before employment and sending them to work,