Banking Note



१. व्यवस्थापनको अवधारणा, प्रकार र आधारभत सिद्धान्तहरू

व्यवस्थापनको अवधारणा (Concept of Management)

- काराम्बारमा पामाले उपलब्ध होत साधानमाई कार्यकृताला र कार्य प्रथाकारीयाना साथ सहय प्राप्ती उपलब्ध गर्ने विका हो ।
- जनस्थापन संन्त्रन सान्यानकाने पुद्र हो। यसते सामनद्रभनो सप-वचापक प्रतेषद्वय कापहरू वर्ग विकारीक (Clets the job done)।
- व्यवस्थानको प्रतिसद्धकोष विकेश र प्रतिसद्धकाल काम पूर्व, एक दिला।
- स्थानभावनारे घोजन करावे, सङ्गदन गर्ने, कानवारकथन स्थानभावन गर्ने, नेवृत्व हिने र निकारण गर्ने अववंहम गर्नेछ।
- दशका र प्रशासकारीयार्थक कार्यक्रम गाँ। सदयक्रमका सक्तवहरू व्यक्तित पर्यक्र ।
 - "Management is the art of genting things done through people." Mary Purker Follet (1919)
 - To manage is the forecast and plan, in organize, to command, to co-ordinate and to control." Henry Fayel
 - "Management means to make efficient use of resources and to get people and other resources to work harmoniously together in order to achieve objectives."-Kast andRosentweig (1974)
- "Management is the process of planning, organizing, leading and controlling an organization's human, financial, physical and information resources to achieve organizational goals in an efficient and effective manner."—Ricky W. Griffin (2000)
- माधिकाँ विद्यानक परिभागद्वस्था विद्यानि इतिपाँचर गरेको परिभाग क्यां व्यवदारिक र सुकर गरिलो छ । उनसे व्यवस्थानसाई एउट इकियाको समय सिद्धन छर । सङ्घ्यनको सस्य प्रभावकारी र सकत दृद्धमते प्रध्य मर्ग सङ्घ्यनमा विद्यान मानव होत, अधिक होत स्वीतिक होत र गुजन होतको सोकत पर्ने, सङ्घ्यन को नेहल दिने र निम्ताम पर्ने प्रक्रिय ने व्यवस्थान हो भगे यह दिवस तन्।

व्यवस्थापनका विकिन्न परिभाषाहरूमा किन्तिविक्त कराहरू प्रमुख रहेका छून :

- व्यवस्थायनाने उपलब्ध साधन र सोत्याई लक्ष्य प्राचीचा लगाईटल ।
- व्यवस्थापनले पानिसद्दश्कास काम पराईदल।
- करवरश्वास्त्रको योजना करें, यहकदित क्षेत्र, शारेश दिने, सम्बन्ध करें तथा नियायक करें कर्य करेंग्र
- व्यवस्थापन बर्टालंडो काराधरणमा गान्यावित हुन्छ।
- व्यवस्थापन दश्वतापूर्वक लक्ष्य द्वाचित गर्ने क्रियाशील द्वन्त्र ।

व्यास्थापनका सामान्य सिद्धालहरू (Principles of Management)

पिद्धान्त्रको ज्यापनाको ज्यादाकि पश्चमाई सपेटकं पर्दक्ष । किहिन ज्यापनाका प्रार्थहरूमा सम्बद्धि हुन्छन् । ये सर्वज्यां स्थित्व छन् । किहिन्दको प्रयोग विश्वज्यां हुन्छ । ज्यापनापकोप कर्ष पद्धान्ताई सहय कर्न, पाइट कर्न र सन्तीकृत को ज्यापनापकाव पिद्धानहरू विकास परिद्वा छन् । ज्यापनापकाव प्रशासिद्धानहरू निकासमा छन् :

- 1. we fermional fergies (Division of labour)
 - यराक्षतार्थत प्रत्येक व्यक्ति र समूदले पर्ने काम सुद्धारूको हुन्छ। यस प्रणालीयाट काम गर्ना छिटो र काम सार्याय धेरै काम सम्बाधन पर्न सक्तिन्छ। यसले काममा विशित्रोकरण दिलाईटस।
- २. क्षेत्रव्यक्तमः व्यवस्थापन (Management by objectives)
 - कुर्ने पनि महत्त्वका सम्बद्धन पर्दा समाने सूदन पहिचान पर्नु कारी हुन्छ । उदेशस्य कुर आयाच्या अथवा स्पादनाको आधावने कावण्यापनद्वनताई समान्य उत्पन्न हुन्छ र आल्या समाव परिचाम नियतन सक्दछ ।
- साकाइसको प्रतिकापालो सिद्धाना (Substitution of resources)
 - दैनिक कीवनमा केंद्री वस्तुहरू दुल्पे देखिन्छन् जगले किरिहरू बढी फला बढी महदला हुन जन्छन्। मानिसहरू यस्त महदल्य वस्तुहरूको कम प्रचेन गरी साधनको सन्तर गर्दछन्। यसले गर्दा साधनहरूको प्रतिस्थापनको सिद्धान उत्पन हुन्छ। उत्तरहरूको लागि Labour substitutionलाई किन सक्तिन्छ।
- v. शिकन्यको सीना(Span of control)
 - ਬਰ ਵਿਤਾਰਮਜ਼ੂਰਰ ਦੁਤਰ ਤੁਕਿਦਰੇ ਗੱਭਿਕ ਕਰਿਤਸ਼ਗਤ ਸਭ ਬੁਖਕਮਸੰ ਸਾਹਰੇ ਜਿਸਤਾ ਅਤੇ ਸ਼ਕਤ। ਬਤ੍ਹਾਰਜਮੇ ਲੱਗਦੇ ਬਰ ਸ਼ੁਰਗਤ ਵੇਗਤਰੂ ਬੱਚ। ਵਰਤ ਕਰਾਸਾਪਮਨੇ ਸੁਕ੍ਰਿਮਕ ਸਮੇਂ ਸਮੱਗਤਿਸਮੇ ਸਤਾਬਸ ਜਿਵਿਕ ਵਰ ਪਰੰਤ।
- K. आदेशको एकारपकता (Unit of command)
 - यत मिद्धान्त्रभ्याप कर्मकांको एउट एकिएकट मात्र आदेश पाइन परंछ। अर्थन एक जन कर्मकांको दर्द जन सुपरिवेधक या एकिए एनईटैन।
- v. Primal quantum (Unity of direction)
 - ਕੀ ਜਿਹੜਕਰਵਾਜ਼ਤ ਵਰਤੋਂ ਤਹੇਤਕ ਅਵਰਕ ਰਿਵਾਰਕਰਜ਼ਾਰਵਾਰਕੇ ਦਰੀਜ਼ ਵਰਤੋਂ ਕੀਤਾਰ ਹਵਾਈਰ । ਵਰਤੋਂ ਵਰਕਿਸ਼ਕਤ ਜਿਵੇਰਿਤ ਹਰ ਕਰੰਗ ।
- अधिकार र न्यियाचिको सन्ततन (Authority and responsibility)
 - यम निकासकपुरार जिल्लेकारेकार अधिकारको प्रकार हुएएरैस । अधिकार किमको किम्पेकार्स काम साम्पेन । अधिकार र जिल्लेकारेको आनासम्बन्ध हुन्छ । यो दुर्वेच मानुसन हुनुराहित।
- ত. অনুস্থানিক হিচামী নিফোন (Superiority of organization interest)
 - यस रिप्रान्तरानुसार व्यक्तियतं हिर्देशन्य सङ्ग्रहनको हिर उच्च हुनु पर्दछ। व्यक्तियतं सहग्रहण सङ्ग्रहनिक सहग्रहणांग सीथिने हुनुहुन । सङ्ग्रहनको समृदिक हिर मैं सर्वोच्छा हुनुस्रोहा।
- t. आरेश शृहसामान्ये विद्धान (Scalar chain of command)

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JL Elias

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