



सुदूरपश्चिम विश्वविद्यालय
शिक्षाशास्त्र केन्द्रीय विभाग
Far western university
Central Department of Education

**Human Resource Management (HRM) and Human
Resource Development (HRD) Plan**

HRM/HRD Plan-2082

Central Department of Education
Far Western University
Mahendranagar, Kanchanpur, Nepal

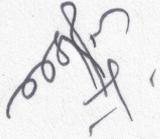
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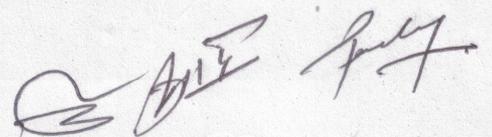


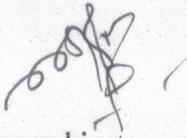
1. Introduction

The Central Department of Education is one of the core academic departments at Far Western University (FWU), a government-funded national university located in Bhimdatta Municipality (Mahendranagar), Kanchanpur District, Sudurpashchim Province, Nepal. FWU was established in 2010 under an Act of the Parliament to expand access to higher education and foster academic excellence in the Far Western region of Nepal. The Central Department of Education is recognized as one of the leading departments within the university, noted for its broad range of programs, active faculty members, and research productivity. Its faculty includes internationally experienced educators and researchers who contribute to education locally, nationally, and globally.

The department offers a wide spectrum of academic programs in education, spanning undergraduate and graduate levels. These include:

Level	Program	Specializations / Majors
Undergraduate (B.Ed.)	B.Ed. Programme	Major English, Nepali, Mathematics, Health and Physical Education, B.Ed. CSIT , Population
	Professional B.Ed.	English Education, Nepali Education, Mathematics, Science Education, Health and Physical Education, Business Management, ICT Education
Graduate	M.Ed. (Master of Education)	TESOL (Teaching English to Speakers of Other Languages), Mathematics Education, Health Education, Nepali Education, Curriculum, Planning and Leadership (CPL), Special Needs Education (SNE)





The department emphasizes producing multi-dimensional educators by combining subject expertise with pedagogical skills. It integrates minor courses alongside major ones to ensure holistic teacher preparation. Faculty members are engaged in research, community outreach, seminars, and training programs, helping students connect theory with practice and address contemporary educational challenges.

The Human Resource Management (HRM) and Human Resource Development (HRD) Plan of the Department of Education, Far Western University (FWU) is prepared to systematically manage, develop, and utilize human resources in order to achieve academic excellence, research productivity, and effective community engagement. Human resources are the most critical assets of an academic department, and their effective management directly influences the quality of teaching, learning, research, and institutional governance. This plan follows the general framework reflected in the institutional HR planning annex and contextualizes it to the specific academic and administrative needs of the Department of Education.

2. Context and Rationale

The Department of Education operates in a dynamic higher education environment characterized by expanding student enrollment, evolving pedagogical practices, increased emphasis on research and publication, quality assurance requirements, and digital transformation in teaching and learning. In this context, ad hoc or reactive human resource practices are insufficient. A structured HRM and HRD plan is required to ensure the right number of qualified faculty and staff are available, appropriately deployed, continuously developed, and retained. This plan responds to national higher education policies, University Grants Commission (UGC) guidelines, and Far Western University statutes while addressing department-specific academic priorities.





3. Vision, Mission, and Objectives (HR Perspective)

3.1 Vision



The vision of the HRM and HRD plan is to develop a competent, committed, innovative, and research-oriented human resource base capable of delivering quality education and contributing to academic leadership at national and international levels.

3.2 Mission

The mission of this plan is to ensure systematic human resource planning, transparent recruitment and deployment, continuous professional development, and performance-based management practices that support the academic mission of the Department of Education.

3.3 Objectives

The key objectives of the HRM and HRD plan are to ensure adequate staffing in terms of quantity and quality, enhance faculty and staff competencies through continuous professional development, promote research and innovation, strengthen academic leadership and governance, and retain talented and motivated personnel through supportive and participatory HR practices.

4. Human Resource Management (HRM) Plan

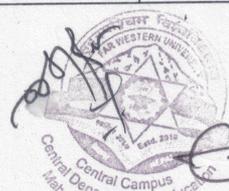
4.1 Existing Human Resource Profile

The Department of Education currently consists of academic staff at different ranks, including professors, associate professors, assistant professors, lecturers/teaching assistants, and supporting administrative staff. The existing human resource profile reflects both permanent and contract-based appointments. While the department has experienced and qualified faculty members, gaps remain in certain subject specializations, research supervision capacity, and administrative support.



A systematic assessment of existing human resources is essential for identifying shortages, workload imbalances, and future requirements.

SN	Name	Designation	Department	Highest Degree
1	Dr. Madan Singh Deupa	HOD	Education	Ph.D.
2	Prof. Kumbha Bahadur Chanda	Professor	Mathematics	M.Sc.
3	Mr. Sheel Nidhi Chand	Associate Professor	Education	Ph.D. Scholar
4	Mr. Arjun Singh Negi	Associate Professor	English	Ph.D. Scholar
5	Mr. Uddhab Dev Bhatt	Associate Professor	Nepali	M.Phil.
6	Mr. Dev Singh Bohara	Assistant Professor	Population	M.A., B.Ed.
7	Mrs. Devaki Mahar	Assistant Professor	Health Education	Ph.D. Scholar
8	Mr. Rajendra Pd. Joshi	Assistant Professor	English	Ph.D. Scholar
9	Mr. Tikendra Pd. Bhatt	Assistant Professor	Education	Ph.D. Scholar
10	Dr. Gambhir Bahadur Chand	Assistant Professor	English	Ph.D.
11	Mr. Harish Singh Samant	Assistant Professor	Health Education	M.Ed.
12	Mrs. Bhuweshwari Badu	Assistant Professor	Nepali	Ph.D. Scholar
13	Mr. Trilok Datt Tiwari	Assistant Professor	English	Ph.D. Scholar
14	Mrs. Bhagrathi Ayer	Assistant Professor	Education	Ph.D. Scholar
15	Mr. Kishore Bohara	Assistant Professor	Physical Education	Ph.D. Scholar
16	Mrs. Harina Bhatt	Assistant Professor	Education	M.Ed.
17	Mr. Prakash Chandra Badu	Assistant Professor	Nepali	Ph.D. Scholar
18	Mrs. Nirmala Dhama	Assistant Professor	English	Ph.D. Scholar
19	Mr. Prithvi Raj Bhatt	Assistant Professor	English	Ph.D. Scholar



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20	Mr. Harsha Bahadur Chand	Assistant Professor	Mathematics	Ph.D. Scholar
21	Mr. Ganesh Prasad Chataut	Assistant Professor	Computer	M.Sc. CSIT
22	Dr. Yagya Raj Pandey	Assistant Professor	SNE	Ph.D.
23	Mr. Chakra Bahadur Bist	Assistant Professor	Mathematics	M.Sc. Math
24	Mr. Madan Singh Khadka	Teaching Assistant	Mathematics	M.Ed., Math
25	Harisaran Bhatt			

Non-Teaching Staff

SN	Name	Designation	Service / Group
1	Ms. Bimala Shah	Assistant Administrator	General Administration
2	Ms. Bhumika Bhatt	Head Assistant	General Administration
3	Mr. Binod Prashad Joshi	Head Assistant (Accounting)	Financial Administration
4	Mr. Mahesh Raj Kalauni	Office Assistant	General Administration

4.2 Human Resource Forecasting and Requirement Plan

Human resource forecasting is carried out by analyzing student enrollment trends, academic programs offered, research activities, and institutional responsibilities. Over the next five years, the department anticipates the need for additional faculty members to maintain appropriate teacher-student ratios, introduce new courses, strengthen research supervision, and replace retiring staff. Administrative staffing requirements are also projected to support examination management, documentation, accreditation processes, and digital record-keeping. This forward-looking approach ensures continuity and academic stability.



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4.3 Recruitment and Selection Plan

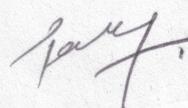
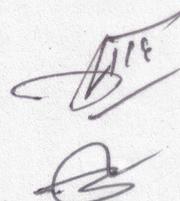
Recruitment and selection of human resources will be conducted in accordance with Far Western University statutes, UGC regulations, and prevailing legal provisions. The department emphasizes transparency, merit-based selection, and fairness in recruitment. Priority will be given to candidates with relevant academic qualifications, subject specialization, teaching experience, and research competence. Internal promotion, open competition, and inclusion of diverse candidates will be ensured to strengthen academic quality and institutional credibility.

4.4 Deployment and Workload Management

Effective deployment of human resources is essential for optimal performance. The department will ensure equitable distribution of teaching workload, research supervision responsibilities, administrative duties, and community engagement tasks. Faculty members will be assigned roles based on expertise, experience, and academic interest. Administrative responsibilities such as coordination, examination management, and committee roles will be rotated to promote shared responsibility and leadership development.

4.5 Performance Management

A systematic performance management system will be implemented to assess faculty and staff performance on a regular basis. Performance appraisal will consider teaching effectiveness, research output, student supervision, institutional service, and professional development activities. Feedback mechanisms will be used to support improvement, and performance outcomes will be linked to promotion, recognition, and professional development opportunities. This approach fosters accountability and continuous improvement.





4.6 Retention and Motivation Strategies

Retaining qualified and experienced human resources is a key priority of the department. Motivation and retention strategies include providing opportunities for research grants, conference participation, professional recognition, study leave, and sabbatical opportunities. A supportive work environment, participatory decision-making, and recognition of academic contributions will be promoted to enhance job satisfaction and institutional commitment.

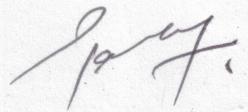
5. Human Resource Development (HRD) Plan

5.1 HRD Policy Framework

The HRD plan of the Department of Education is guided by the principle of continuous professional development and adult learning (andragogy). The department recognizes that faculty and staff development is a continuous process that enhances individual competence and institutional effectiveness. HRD activities are aligned with academic goals, quality assurance standards, and emerging trends in education.

5.2 Training and Development Needs Assessment

Training needs are identified through performance appraisals, student feedback, curriculum changes, research expectations, and institutional priorities. Key areas of need include modern pedagogical and andragogical practices, ICT integration in teaching, research methodology, academic writing, thesis supervision, assessment and evaluation, and academic leadership. Regular needs assessments ensure relevance and effectiveness of HRD interventions.



5.3 HRD Activities Plan/Provision of Capacity Development Trainings

The department will organize and facilitate various HRD activities such as pedagogical training workshops, research methodology seminars, ICT and digital learning trainings, academic writing clinics, and leadership development programs. These activities will target faculty members, research scholars, and administrative staff as appropriate. Collaboration with UGC, external experts, and partner institutions will be encouraged to enhance quality and exposure.

S. N.	Provision	Activities	Beneficiaries	Remarks
1.	Faculty Development and Career Progression	<ul style="list-style-type: none"> -Provision of pursuing higher education including M.Phil., PhD, Postdoctoral research -In-service professional development training program -Early-career faculty mentorship program. 	All the teaching and non-teaching staff.	
2.	Knowledge Sharing and Learning Culture	<ul style="list-style-type: none"> -Conducting training on emerging research trends in higher education -Provision of support to participate in national and international conference, workshop and symposium. -Provision of exposure visit to home and abroad higher educational institutions. -Supporting to conduct mini and faculty research. -Publication support for ranked and Hi-indexed 	??	



	journal.		
	- Provisions of peer observation of teaching, and reflective practice.		

6. Implementation Mechanism

The implementation of the HRM and HRD plan will be coordinated by the Departmental HR Committee in collaboration with the Faculty Board, Dean's Office, and the central HR section of the university. Clear roles and responsibilities will be defined to ensure effective execution of planned activities.

7. Monitoring and Evaluation

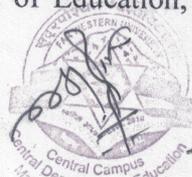
Monitoring and evaluation mechanisms will be established to assess the effectiveness of HRM and HRD initiatives. Indicators such as staffing adequacy, training effectiveness, research output, and faculty satisfaction will be regularly reviewed. Findings from monitoring activities will inform revisions and improvements in HR policies and practices.

8. Risk Analysis and Mitigation

Potential risks such as faculty turnover, budget constraints, and skill gaps may affect plan implementation. To mitigate these risks, the department will adopt proactive retention strategies, seek external funding opportunities, and design targeted capacity-building programs.

9. Conclusion

This detailed HRM and HRD Plan provides a comprehensive framework for managing and developing human resources in the Department of Education, Far Western University. Through



systematic planning, continuous professional development, and effective performance management, the department aims to enhance academic quality, research excellence, and institutional sustainability.

This plan serves as a guiding document and may be revised periodically based on institutional needs and policy changes.

