

MTTM 301

Human Resource Management

Programme: Master of Tourism & Travel Management (MTTM 16)

Year / Semester: 3rd Semester

Objectives: The objective of this course is to endow the student with a broad perspective on themes and issues of Human Resource Management along with their relevance and application in the Indian prospect. It will help the students to build up and refine decision making skills so that they can help organizations effectively conduct personnel management and employee relations.

Block 1	
Unit 1	HRM: Definition, Role, Significance and Challenges
Unit 2	HRD: Meaning and Importance; Differences between HRM and HRD,
Unit 3	HRM in Tourism Industry in India: Travel Agencies, Tour Operations and Hotels;
Unit 4	Organizational Structure of HR Department in Tourism Industry with the help of Case Studies
Block 2	
Unit 5	Human Resource Planning: Meaning, Nature and Needs of Human Resource Planning, Planning Process
Unit 6	Recruitment and Selection
Unit 7	Training and Development
Unit 8	Job Evaluation: Concept, Scope, Limitation and Methods
Unit 9	Job Analysis and Job Description
Block 3	
Unit 10	Human Resource Motivation: Techniques and Importance, Theories of Motivation,
Unit 11	Employee Welfare and Compensation Management
Unit 12	Employee Discipline and Grievance Handling

Block 4	
Unit 13	Human Resource Accounting and Audit
Unit 14	Human Resource Policies
Unit 15	Human Resource Records and Information Systems
Unit 16	Emerging Issues and Trends in HRM