



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2021-2022

BBA (HONS') (Hospitality Management) (3 Years)
(Under Choice Based Credit System Based on UGC Guidelines)
Semester - I

Course Code	UM01DBBH71	Title of the Course	Human Resource Management
Total Credits of the Course	3	Hours per Week	3

Course Objectives:	1. The objective of this course is to acquaint students with the techniques and principles to manage human resource of an organisation in the industry.
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Course Content		
Unit	Description	Weightage* (%)
1.	Human Resource Management <ul style="list-style-type: none">• Nature & Concept of Human Resource Management• Importance of HRM• Scope and functions of HRM Human Resource Planning• Concept of HRP• Process HRP• Job Analysis, Job Description and Job Specification (Concepts only)	25%
2.	Employee recruitment and selection Meaning & Concept of Recruitment & Selection <ul style="list-style-type: none">• Sources of Recruitment• Selection Process in food production sector (personal interview ,trade test) Performance management <ul style="list-style-type: none">• Meaning & Concept of Training & Executive Development• Importance of Training• Methods of Training and Executive Development (on the job & off the job)• Difference between Training & Executive Development	25%
3.	Internal Mobility <ul style="list-style-type: none">• Promotion – Concept and Purpose• Transfer – Concept and Purpose• Demotion – Concept and Causes Performance Appraisal & Job Evaluation• Meaning and Importance of Performance Appraisal	25%



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	<ul style="list-style-type: none">• Limitations of Performance Appraisal• Meaning and objectives of Job Evaluation• Difference between Performance Appraisal and Job Evaluation	
4.	Role of human resource development in hospitality organizations Unique H.R challenges in hospitality sectors Employee morale and retention Meaning and concept of HRD Needs for HRD Importance of HRD Functions of HRD manager	25%

Teaching-Learning Methodology	Theory lecture
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	understand the different practices of human resource management in organization.
2.	manage smooth functioning of the organization.

Suggested References:	
Sr. No.	References
1.	Human Resource Management by S.S. Khanna, S.Chand Publishing (2007)
2.	Personnel and Human Resource Management by P. Subba Rao, Himalaya Publishing House
3.	Personnel Management by C.B. Mamoria, Himalaya Publishing House



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On-line resources to be used if available as reference material

On-line Resources

www.digitalhrtech.com
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