

Prerequisites for the course: Not applicable for this paper.

Need for the course: To understand the role of human resources in tourism organisations.

Description of the course: Fundamentals of human resources management as applied to tourism organisations.

Learning objective: To apply the fundamentals of human resource management in tourism organisations.

Learning outcomes: The students will have the proficiency to:

1. Analyse and plan for the manpower requirements in a tourism unit.
2. Implement the human resource development activities in an organisation

Course Methodology:

1. Lectures
2. Role Plays
3. Case Analysis

Syllabus:

UNIT 1: Fundamentals of HRM	8 Hours
Introduction to HRM- need for HRM in tourism industry- job analysis- job description- job specification- job enlargement- job enrichment-human resource planning-Budget for HR	
UNIT 2: Functions of HRM	16 Hours
Recruitment- Selection process- selection methods- Compensation and Benefits- Training: training process- methods- techniques of training-Performance Management- appraisal process- methods of performance appraisal- problems- Errors- Employee separations- Ethics in HR and Legal Issues	

Suggested Readings:

1. Pareek, U. and Rao T. V. Designing and Managing Human Resources Systems, (4th e). Oxford and IBH.
2. Beardwell, I. H. and Holden, L. Human Resources Management. (4th e). A Contemporary Perspective, Macmillan.
3. Dessler G. And Varkkey. Human Resources Management, (3rd e). Pearson Education Asia.
4. Tapomoy Deb, Human Resource Development. Theory and Practice, (2nd e). Ane Books New Delhi