

GUJARAT TECHNOLOGICAL UNIVERSITY

Hotel Management & Catering Technology

B. E. SEMESTER: V

Subject Name: Human Resource Management & Development

Subject Code: 153304

Sr. No	Course Content	Weightage	Hrs.
1.	Introduction to Human Resource ,Management Function of Human Resource Management, The Role of Human resource Management, Organization of Human Resource Department, Human Resource Policies and Procedure	20	16
2.	Manpower Planning, Recruitment and Selection Process, Job Analysis, Job Evaluation and its methods, Employee Testing , Selection, Placement and Induction	20	16
3.	Performance Appraisal, Human Relation Approaches to good Human Relations, Job satisfaction Morale, Discipline, labour Turn over and Punishment	20	16
4.	Wages and Salary Administration, Development of Sound compensation structure, Direct and Indirect cost, Fringe Benefit , Cost to Company and Incentive Plans, Labour Welfare and social security, safety, Health and security , Retirement benefit to employees	20	16
5.	Industrial Relation, Trade Union , Grievance Handling , Conflict management , Worker participation	20	16
	TOTAL	100	80

Text Books: Human Resource Management by K. Aswathappa 4th Edition

Reference Books:

1. Personnel / Human Resource Management by David A Decenzo & Stephen P Robbins 4th Edition
2. Industrial Relation by Aryn Monappa
3. Human Resource Management by Ian Bearwell and Len Holden
4. Human resource Management by Garry Dessler and Biju Varkkey 11th