# PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

## Department of Business Studies (BBA)

| Semester: 3rd | | | | |
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| Course Title: HRM (Human Resource Management) | | | | |
| Course Code: B23 – BBA - 303 | | | | |
| S. No. | Lecture No. | Topics to be covered | Target Outcome | Course Outcome |
| 1 | 1 | Introduction to HRM | Understand the role and significance of HRM in organizations. | CO 1 |
| 2 | 2 | Evolution of HRM | Learn about the historical development and changes in HRM practices. | CO 1 |
| 3 | 3 | HRM Functions | Identify and explain key HRM functions such as recruitment and training. | CO 1 |
| 4 | 4 | HR Planning | Comprehend the concept and importance of HR planning in businesses | CO 1 |
| 5 | 5 | Recruitment Process | Learn the steps involved in an effective recruitment process. | CO 1 |
| 6 | 6 | Selection Techniques | Understand various selection methods and their applications. | CO 1 |
| 7 | 7 | Job Analysis | Gain skills in conducting job analyses to define roles and responsibilities. | CO 2 |
| 8 | 8 | Job Evaluation | Understand methods for job evaluation and determining compensation. | CO 2 |
| 9 | 9 | Introduction to Training | Recognize the importance of training in employee development. | CO 2 |
| 10 | 10 | Methods of Training | Explore different training methods and their suitability. | CO 2 |
| 11 | 11 | Career Planning | Understand how to assist employees in career development. | CO 2 |
| 12 | 12 | Development vs. Training | Differentiate between training and development. | CO 2 |
| 13 | 13 | Performance Management Introduction | Learn the fundamentals of performance management systems. | CO 3 |
| 14 | 14 | Setting Performance Standards | Understand how to set and measure performance standards. | CO 3 |
| 15 | 15 | Performance Appraisal Methods | Explore various methods of conducting performance appraisals. | CO 3 |
| 16 | 16 | Payroll Management | Comprehend the processes involved in payroll management. | CO 3 |
| 17 | 17 | Compensation Management | Learn about compensation structures and theories. | CO 3 |
| 18 | 18 | Employee Retention Strategies | Identify strategies for improving employee retention rates. | CO 3 |
| 19 | 19 | Employee Engagement | Understand the role of engagement in retention | CO 3 |

| | | | and productivity. | |
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| 20 | 20 | Employee Health and Safety | Recognize the importance of health and safety regulations in the workplace. | CO 3 |
| 21 | 21 | Mental Health and Well-being in the Workplace | Learn about the significance of mental health in employee performance. | CO 3 |
| 22 | 22 | Creating a Safe Work Environment | Identify practices for promoting workplace safety. | CO 3 |
| 23 | 23 | Introduction to Recent Trends in HRM | Explore current trends shaping the HRM landscape. | CO 4 |
| 24 | 24 | Impact of Technology on HRM | Understand how technology is transforming HR practices. | CO 4 |
| 25 | 25 | Data Analytics in HRM | Learn how data analytics can improve HR decision-making. | CO 4 |
| 26 | 26 | AI and Automation in Recruitment | Explore the use of AI and automation in recruitment processes. | CO 4 |
| 27 | 27 | Diversity and Inclusion in HRM | Understand the importance of diversity and inclusion in the workplace. | CO 4 |
| 28 | 28 | Global HRM Practices | Learn about HR practices in different cultural contexts. | CO 4 |
| 29 | 29 | Legal Aspects of HRM | Identify key legal considerations impacting HR practices. | CO 4 |
| 30 | 30 | International Recruitment and Selection | Understand challenges and strategies in global recruitment. | CO 4 |
| 31 | 31 | Cross-Cultural Management | Learn about managing teams across diverse cultural backgrounds. | CO 4 |
| 32 | 32 | Talent Management Strategies | Explore effective talent management practices and frameworks. | CO 4 |
| 33 | 33 | Change Management in HRM | Understand the role of HR in managing organizational change. | CO 4 |
| 34 | 34 | Strategic HRM | Learn how HR aligns with organizational strategy for effectiveness. | CO 4 |
| 35 | 35 | HR Metrics and KPIs | Identify key performance indicators in HRM. | CO 4 |
| 36 | 36 | Succession Planning | Understand the importance of succession planning in HR strategy. | CO 4 |
| 37 | 37 | Employee Development Programs | Explore designing and implementing effective development programs. | CO 4 |
| 38 | 38 | Employee Relations and Communication | Learn about fostering positive employee relations and effective communication. | CO 4 |
| 39 | 39 | Future of HRM: Trends and Predictions | Discuss emerging trends and future predictions in HRM. | CO 4 |
| 40 | 40 | Review and Reflection | Reflect on learning outcomes and applications of HRM concepts. | CO 4 |