



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

MASTER OF BUSINESS ADMINISTRATION

ATTAINMENT OF COURSE OUTCOME – ACTION TAKEN REPORT

Name of the faculty:	Mr. N Suresh	Department:	MBA
Regulation:	PG21	Batch:	2022-2024
Course Name:	Personal Effectiveness	Course Code:	CMBC28
Semester:	II	Target Value:	2

Attainment of COs:

	Course Outcome	Direct attainment	Indirect attainment	Overall attainment	Observation
CO1	Develop the ability to create and deliver impactful presentations with clarity and confidence, effectively addressing the needs of diverse audiences in corporate settings.	3	0	3	Attained
CO2	Demonstrate active participation and leadership in group discussions by articulating ideas clearly, listening actively, and building consensus in team environments.	3	0	3	Attained
CO3	Overcome the fear of interviews and exhibit self-assurance while responding to questions, showcasing strengths, and handling challenging scenarios during corporate selection processes.	3	0	3	Attained
CO4	Apply time management strategies to prioritize tasks, meet deadlines, and balance multiple responsibilities effectively in both personal and professional contexts.	3	0	3	Attained
CO5	Strengthen vocabulary and communication skills to engage in critical corporate communication and deliver professional presentations to internal and external stakeholders.	3	0	3	Attained
CO6	Integrate communication, presentation, and interpersonal skills to confidently navigate corporate selection processes and excel in dynamic organizational environments.	3	0	3	Attained

Action taken report:

In this Course, all the COs are attained and further to maintain the same propensity by

1. Conducting Guest lectures, expert talks and workshops on communication skills.

Course Coordinator

HOD