



INSTITUTE OF AERONAUTICAL ENGINEERING (Autonomous)

Dundigal, Hyderabad - 500043, Telangana

MASTER OF BUSINESS ADMINISTRATION ATTAINMENT OF COURSE OUTCOME - ACTION TAKEN REPORT

Name of the faculty:	Ms. WAHEEDA BEGUM	Department:	Master of Business Administration
Regulation:	IARE - MB23	Batch:	2023-2025
Course Name:	Business Communication and Soft Skills - Seminar	Course Code:	CMBD13
Semester:	I	Target Value:	40% (1.8)

(Signature)

Attainment of COs:

Course Outcome	Direct Attainment	Indirect Attainment	Overall Attainment	Observation
CO1 Discuss and apply the practice exercises of writing business messages. Apply	3.00	0.00	3	Attained
CO2 Describe the various components of writing a business letter Understand	3.00	0.00	3	Attained
CO3 Understand the various formats in instructions. Remember	3.00	0.00	3	Attained
CO4 Apply the practice exercises to analyze the audience.. Apply	3.00	0.00	3	Attained
CO5 Illustrate various parts of corporate reports and business proposals. Understand	3.00	0.00	3	Attained
CO6 Explore the strategies of self-analysis to build a better career Understand	3.00	0.00	3	Attained

Action Taken Report: (To be filled by the concerned faculty / course coordinator)

(Signature)
Course Coordinator

(Signature)
Mentor

(Signature)
Head of the Department