



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/LLC/CIR/AY-2014-15/01

Date: 25/04/2014

CIRCULAR

This is to inform all the committee members of the language Lab committee that, there will be a meeting of the committee to discuss and prepare the Standard Operating Procedure (SOP) for the Language lab at 3:00 P.M. on 03rd May 2014 in AECS Lab.

It is mandatory for the entire committee member to attend.

Principal

Copy submitted to: (1) Secretary garu (for your kind information please)

Copy to: (1) IQAC

(2) Deans

(3) All HODS

(4) Admn. Officer

(5) Exam Branch

(6) Accounts officer

(7) Librarian

(8) Training & Placement

(9) Faculty concerned



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ACADEMIC YEAR: 2014-15
LANGUAGE LAB COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 03rd May 2014 from 2.30 to 3:30 p.m. in the AECS lab.
2. The Convener welcomed all the committee members.
3. SOP was finalized during the meeting with Objectives, Roles & responsibilities.

STANDARD OPERATING PROCEDURE

The members were appraised and given a copy of the report of the meeting

The important points covered in the meeting were:

The language lab committee for the academic year 2014-15 discussed the rules and regulations of –**Regulation 14** for the academic year with respect to the language lab. CMRCET has two state of the art language labs with audio - visual equipment and multimedia computers to help the students in acquiring language skills. The two language labs cater to the needs of the first and third year B.Tech students (English Language Communication Skills and Advanced English Communication Skills). We are using **K-Van Solution** software in ELCS & AECS lab. The language labs (ELCS & AECS) are equipped with 60 and 72 Lenovo systems with Windows-7 operating systems respectively and headphones. The labs have facilities for training of the students in pronunciation, listening and speaking skills. There is a separate lab with round tables to train the students in group discussion and public speaking. The college wants to equip the students with necessary communication skills to achieve success in their professional life. The labs also provide remedial training for students who are deficient in language skills.

Vision:


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To become an excellent academic institution that provides in-house training in oral and written communication skills in English.

Mission:

To equip the students of CMRCET with necessary English Communication & Language Skills for professional success.

OBJECTIVES:

Following of the objectives of the language Lab Committee:

1. To monitor day to day functioning of the language laboratory.
2. To provide computer-aided multi-media instruction enabling individualized and independent language learning.
3. To coordinate with the English faculty and the students for successful functioning of the language laboratory.
4. To frequently meet and discuss issues related to language laboratory.
5. To examine and make changes in the language lab syllabus whenever required.
6. To take feedback from the teachers as well as the students to make language lab effective in terms of imparting language skills.

Purpose:

Language labs provide practice in an entertaining and interactive way to acquire the 4 main language skills: **listening, speaking, reading, and writing.** Students learn more comprehensively through a language lab, using more class time instead to achieve these three main objectives:

1. **Self-learning:** The student progresses in a self-guided but structured and progressive training to achieve the goals and objective set by the school or educational body.
2. **Complimentary:** Language labs allow students to reinforce material learned in class by putting them into practice through interactive activities.



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- 3. Monitoring and Evaluation:** Teachers know the progress of each student and receive reports of strengths and weaknesses to better adapt the classroom activities.

Guidelines for using language lab committee

Procedure

1. Language Laboratory is a mandatory requirement stipulated by AICTE to be implemented as part of teaching activity at CMRCET. All the Departments and Study Programs in CMRCET use Language Laboratory to enhance English Competence.
2. Language Lab committee members oversee the functioning of the language lab.
3. Faculty members and students enter Language Laboratory by taking off the footwear and put them on the shoes shelf. The purpose is to make English Language Laboratory to keep clean and neat.
4. Students put the bags in the bag shelf provided in the lab. They have to switch off their cell phones. They have to wear the prescribed uniform to the lab.
5. Students are permitted to enter the Language Lab only with their Identity Card.
6. Students have to sign in the login register of the lab and enter their time of arrival and leave.
7. Each language lab session lasts for 3 hours.
8. Students listen to the content of audio by putting the headset.
9. The students practice the tasks prescribed in the syllabus with the help of the language software. In this process they listen to the audio and video recordings. In this process they may take notes of the important aspects of the tasks.
10. Each student has to have a language lab record in which he/she records the learning outcomes of the language lab sessions.

5. Scope:

The Language Lab focuses on the production and practice of sounds of language and familiarizes the students with the use of English in everyday situations and contexts.

The language lab will benefit to every student.

Roles and Responsibilities of the Language Lab Committee



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1. To attend the meetings regularly as and when the convener calls
2. Attend to the complaints as soon as possible
3. Inform the respective department heads about necessary requirement at the lab
4. Regularly check the lab
5. Prepare agendas
6. Keep informed of curriculum standards, curriculum handbook inter segmental and accreditation
7. Assure that committee functions take place smoothly: technical review, pre- requisite review, general education review and programmer review reports to the committee
8. Report regularly to the academic senate
9. Review catalog drafts for concurrence with approved changes
10. The Lab. Assistants are required to assist the Lab in-Charge for smooth functioning of the laboratories.
11. Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute.
12. All the Lab. Assistants, in coordination with the Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs. to the HOD through faculty in charge of lab.

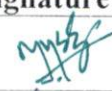


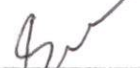


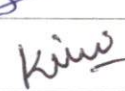
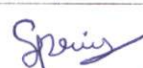
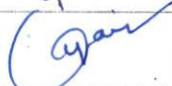
Lab Activities

Frequency of Meetings: Twice in a year and as and when required for special reasons.

S.No	Date of the Event	Name of the Event
1	05/09/2014 - 15/09/2014	Ice Breaking Activity
2	25/09/2014 - 10/10/2014	Just A minute
3	04/10/ 2014	Essay Writing
4	12/10/2014 - 21/10/2014	Role Play
5	03/11/2014 -08/11/2014	Giving Directions
6	22/12/2014 - 27/12/2014	Group Discussion
7	19/01/2015 - 24/01/2015	Interview Skills
8	02/02/2015 -14/02/2015	Resume Writing
9	02/03/2015 -07/03/2015	Technical Report Writing(PPT)
10	06/03/2015	Elocution
11	07/03/ 2015	Language Quiz


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The List of language lab Committee members who attended the meeting.

S.No	Name of the member	Designation	Position	Signature
1.	Dr.M.Ramalinga Reddy	Principal	Chairman	
2.	Ms.S.Fatima Mary	Associate Professor	Convener	
3	Ms.P.Hima Bindu	Associate Professor	Member	
4	Dr. J. Srinivasa Rao	Professor	Member	
5	Ms. K.Sowjanya	Associate Professor	Member	
6	Mr.P.Sridhar	Associate Professor	Member	
7	Ms.S.Krishna veni	Assistant Professor	Member	
8	Ms.P.Sruthi	Associate Professor	Member	
9	Mr.K.Vijaya kumar	Professor	Member	



Convener



Principal