



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

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

Date: 16/04/2014

**OFFICE ORDER**

The Language Lab Committee has been reconstituted for the academic year 2014-2015 with the following members.

S.No	Name of the member	Designation	Position
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

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



**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 03<sup>rd</sup> 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
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- (9) Faculty concerned



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**ACADEMIC YEAR: 2014-15**  
**LANGUAGE LAB COMMITTEE**

**MINUTES OF MEETING**

1. The Meeting was held on 03<sup>rd</sup> 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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Hyderabad-501401.

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.

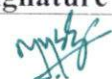
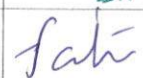


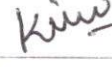


#### Lab Activities

**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





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

**Date: 15.05.2014**

To,  
IQAC Coordinator  
CMRCET

Sub: Permission to organize different events under language Lab Committee in the  
A.Y:2014-15 – Reg.

Respected Sir,

As you are aware that, we organize different events for our students every year, right from the beginning of the Academic year, with prior permission, herewith I am submitting the proposed list of Events for the A.Y: 2014-15.

Hence I request you to kindly permit to organize the said events.

The Events are as follows:

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
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7	19/01/2015 - 24/01/2015	Interview Skills
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9	02/03/2015 -07/03/2015	Technical Report Writing(PPT)
10	06/03/2015	Elocution
11	07/03/ 2015	Language Quiz

Thanking you,  
Yours sincerely,

  
Convener

  
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**Strategic Perspective Plan for the Academic Year 2014-2015.**

S.No	Date of the Event	Dept./ Committee	Name of the Event	Details
1	05/09/2014 to 15/09/2014	Language Lab Committee	Ice Breaking Activity	Ice-breakers are speaking activities used with a new class in order to give the learners an opportunity to meet each other. In order complete an ice-breaker task learners must talk to each other
2	25/09/2014 to 10/10/2014	Language Lab Committee	Just A minute	To improve their personality, self introduction, communication skills. It also made the students to introduce themselves in an impressive and effective way.
3	04/10/ 2014	Language Lab Committee	Essay Writing	<b>Writing</b> encourages and enhances critical thinking, creative thinking and helps in organizing thoughts and improve communication skills.
4	12/10/2014 to 21/10/2014	Language Lab Committee	Role Play	To develop self esteem and confidence. Helps to develop real communication skills in leadership, interviewing and social interaction.
5	03/11/2014 to 08/11/2014	Language Lab Committee	Giving Directions	The learner to deal with various situations in the real world. Here the learner is taught how to ask for directions.
6	22/12/2014 to 27/12/2014	Language Lab Committee	Group Discussion	It gives an opportunity to all members to give their ideas and opinion on a certain topic. It increases one's listening skills and confidence in speaking. Leadership qualities, and improve communication skills.
7	19/01/2015 to 24/01/2015	Language Lab Committee	Interview Skills	Interview skills are an essential tool for all students in today's world of employment as there is increasing

  
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				competition for job vacancies
8	02/02/2015 to 14/02/2015	Language Lab Committee	Resume Writing	One of the most important features of your resume to a potential employer is your employment history. Special Skills and Experience
9	27/02/2015 to 07/03/2015	Language Lab Committee	Technical Report Writing(PPT)	The importance of technical writing can be seen in a variety of applications, both in consumer products as well as the industrial environment.
10	06/03/2015	Language Lab Committee	Elocution	They focus on their gestures, vocabulary, emphasis, voice modulation and posture to increase the effectiveness of the speech to describe the topics.
11	07/03/ 2015	Language Lab Committee	Language Quiz	Knowledge application -students may need additional help in to answer a question about it.

### Committee - Strategy Document

1. Committee meeting is conducted at the beginning and ending of each academic year.
2. A brief synopsis is given by the committee on the importance of committee.
  - 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. To train students to use language appropriately for interviews, group discussion and public speaking.
3. Students are encouraged to attend and actively participate in the committee activities.
4. Committee has given instructions and suggestions to the students and faculty about implementation of the events.



**IQAC Coordinator**

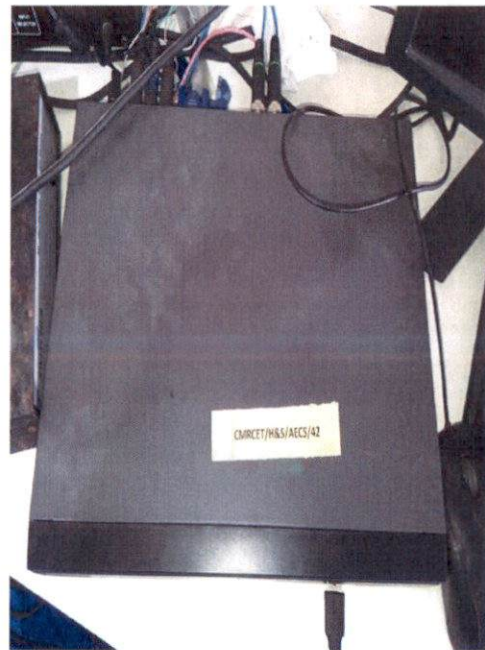


**Principal**

Coordinator  
Internal Quality Assurance Cell  
CNR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

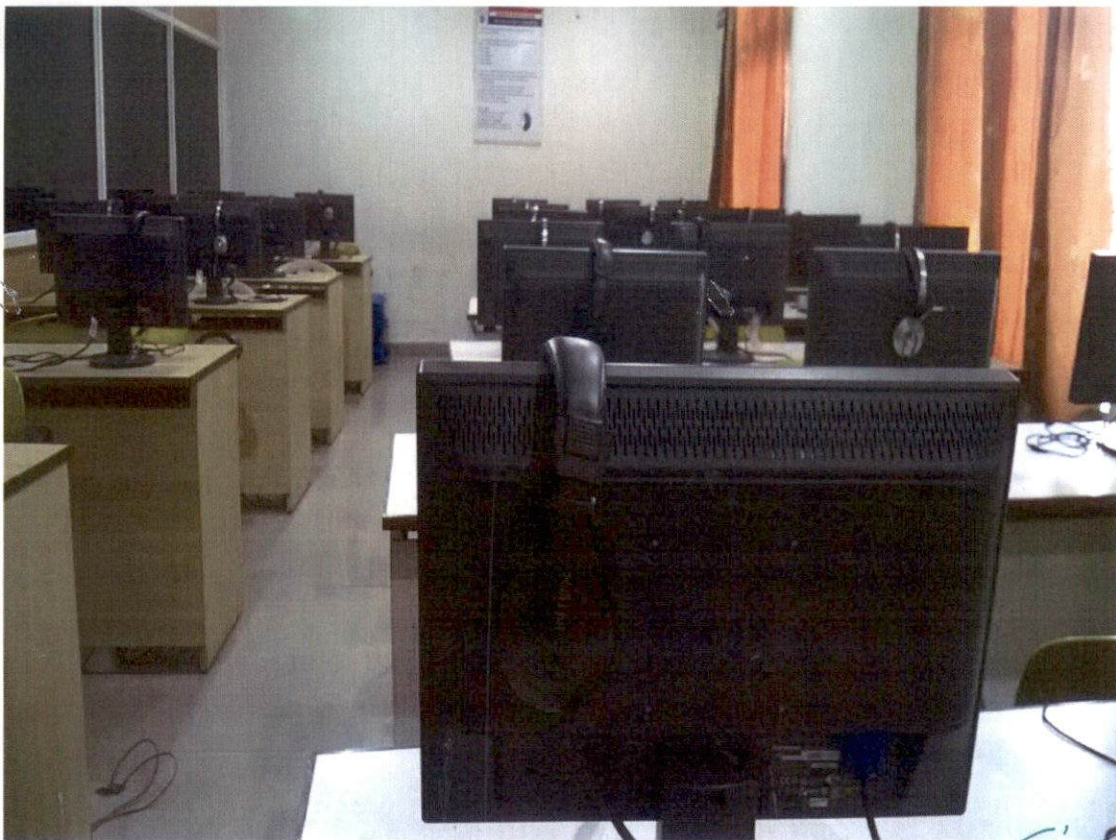
## Language Lab and Communication Skills

English lab provides opportunities for the students to practice and fine tune their language skills. Both the English lab workbook and the language software provided by K-VAN Solutions integrate the following activities that are aimed at enriching English language fluency of the learners. While some activities are practiced in ELCS labs, the other activities are meant for AECS lab where students are trained in activities that are very practical in nature in terms of preparing students for life after academics.



  
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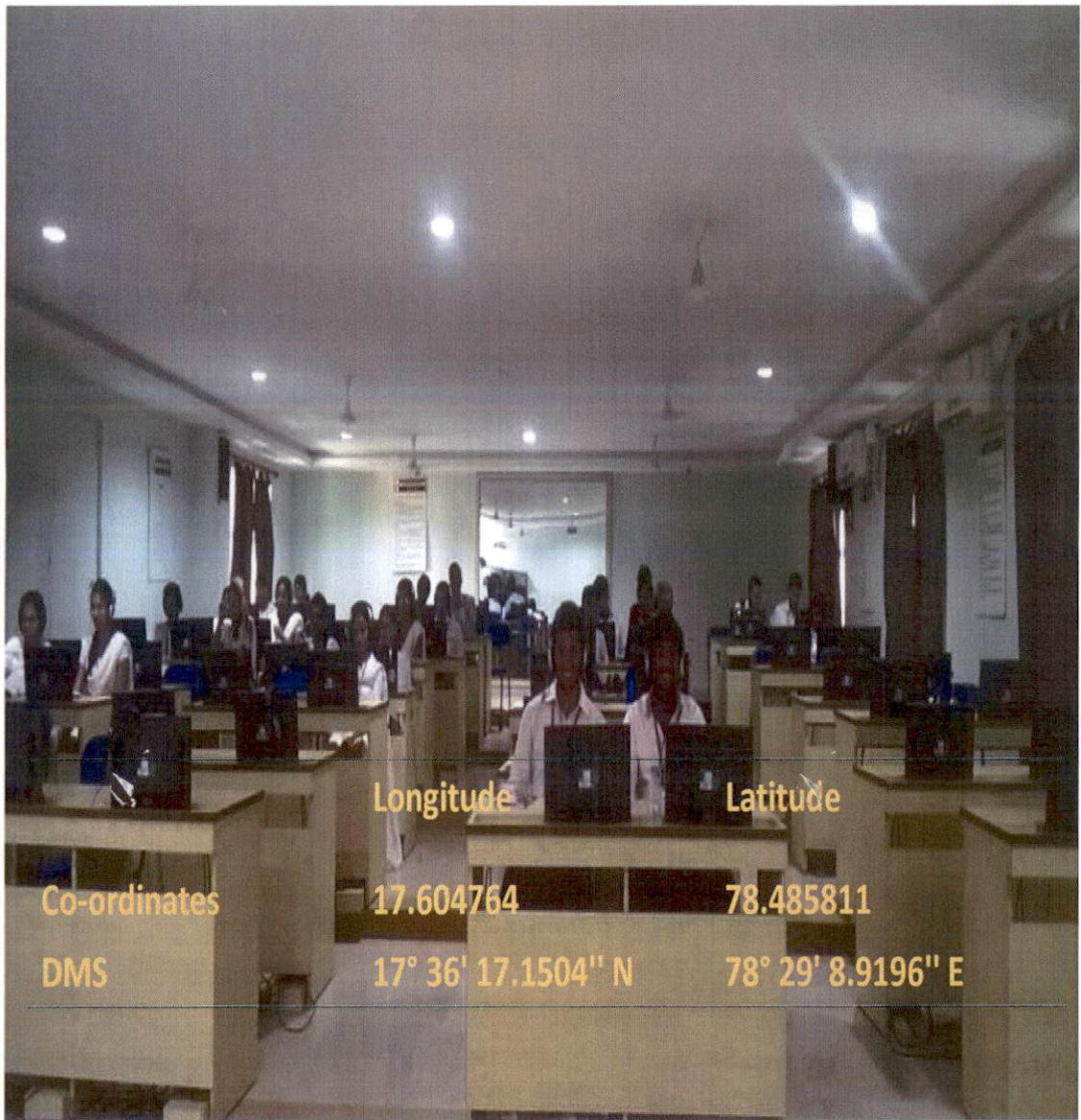




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14-15



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Hyderabad-501401.

Projector



DVR



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## LCD TV



## LEARNING SOFTWARE

CALL LAB

CMR College of Engineering & Techn

Computer Assisted Language Learning Lab

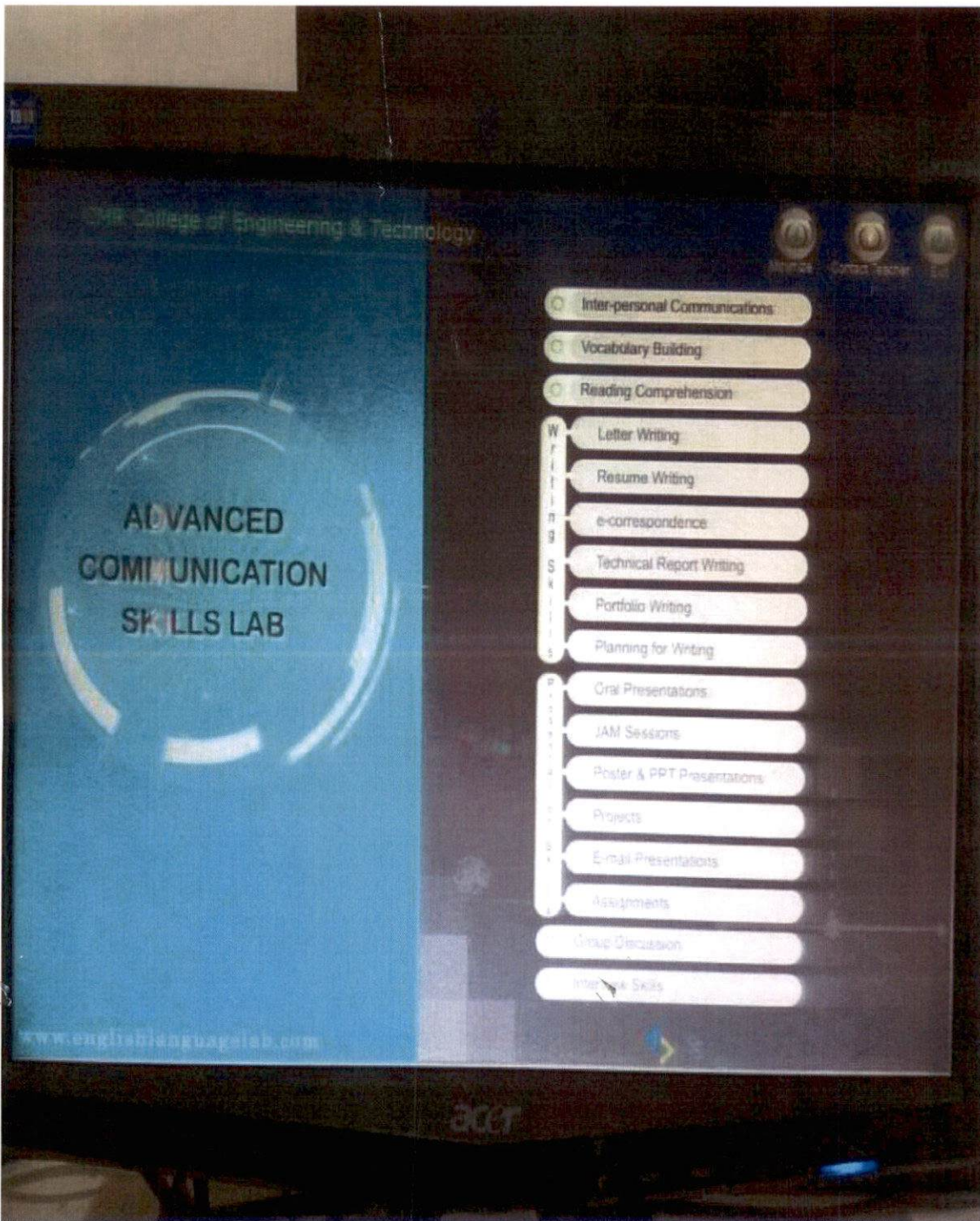
Interactive Communication Skills Lab

- Phonetics
- Lab Exercises
- Structure of Syllables
- Past Tense and Plural Morphology
- Weak Forms and Strong Forms
- Consonant Clusters
- Minimal Pairs
- Word accent and Stress Shifts
- Listening Comprehension
- Intonation
- Common errors in Pronunciation
- Neutralization of MII
- Conversation Skills
- Word Dictionary
- Text to Speech

- Ice Breaking
- Just A Minute (JAM)
- Grammar
- Common errors in Eng.
- Vocabulary Building
- Situational Dialogues
- Role Plays
- Expressions in various.
- Etiquette
- Narrative & Descriptive
- Giving Directions
- Public Speaking
- Information Transfer
- Oral Presentation
- Reading Comprehension
- Resume Writing

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Hyderabad-501401.





**INVOICE**

Invoice No.	Invoice Date
KVNMMLD196	30-09-2009

**K-VAN Solutions Private Limited**

36, IInd Floor, Sony Complex,  
Prashanthi Nagar, I.E.,  
Kukatpally, Hyderabad-500072.  
India.

**Bill to**  
**CMR College of Engineering & Technology,**  
Kandlakoya (V),  
Medchal Road,  
Hyderabad – 501401.

S.No.	Product	Qty	Price
1	Multimedia English Language Lab Software	Teacher Console-1 Student Console-65	71,000.00
<b>Grand Total:</b>			<b>71,000.00</b>

Manager  
K-VAN Solutions

  
**PRINCIPAL**  
**CMR COLLEGE OF ENGG. & TECH.**  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

INVOICE

Invoice No.	Invoice Date
KVNMMLE431	05-03-2014

**K-VAN Solutions Private Limited**

36, IInd Floor, Sony Complex,  
Prashanthi Nagar, I.E.,  
Kukatpally, Hyderabad-500072.  
India.

## Bill to

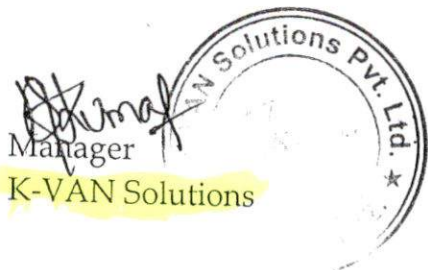
CMR College of Engineering & Technology,  
Kandlakoya (V),  
Medchal Road,  
Hyderabad - 501 401

Po Date: 21.02.2014

Ref No: CMRCET/PO/16/2014

S.No.	Product	Qty	Price
1	Interactive Communication Skills (ICS) Lab	Teacher Console-1 Student Console-71	20,000.00
<b>Total</b>			<b>20,000.00</b>

Amount in Words: - Twenty Thousand Rupees only



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CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

**K-VAN Solutions Pvt. Ltd.**

# 36, II Floor, Sony Complex, Prashanthi Nagar, I.E., Kukatpally, Hyderabad - 500 072. Andhra Pradesh  
Ph : +91 40 23070077, 40113446. Fax : +91 40 23070078

Website : www.k-vansol.com



K-VAN Solutions Pvt. Ltd.

INVOICE

Invoice No.	Invoice Date
KVNMMLD409	09-04-2014

**K-VAN Solutions Private Limited**

36, IInd Floor, Sony Complex,  
Prashanthi Nagar, I.E.,  
Kukatpally, Hyderabad-500072.  
India.


Bill to  
CMR College of Engineering & Technology,  
Kandlakoya (V),  
Medchal Road,  
Hyderabad - 501 401

Po Date: 05-04-2014

Ref No: CMRCET/ADMIN/09/2013-14

S.No	Product	Qty	Price
1	Computer Assisted Language Learning (CALL) Lab	Teacher Console-2 Student Console-72	55,000.00
<b>Grand Total</b>			<b>55,000.00</b>

Amount in Words: - Fifty Five Thousand Rupees only

  
Manager  
K-VAN Solutions



  
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Hyderabad-501401.



Platform software



# KT TECHNOLOGIES

## INVOICE

<b>Bill To:</b> CMR College of Engineering & Technology, Kandlakoya (V), Medchal Road, Hyderabad. 501 401,	Invoice No: KT-HYD/Profoma/14-15 Invoice Date: 30/09/2009
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Description	Units	Unit Price (Rs.)	Amount (Rs.)
DsktpEdu ALNG LicSAPk OLV E 1Y Acdmc Ent	60	2,995-00	1,79,700-00
WinSvrStd 2012R2 ALNG OLV E Each Acdmc AP 2Proc	02	4,681-00	9,362-00
CS-MSIT Academy ALNG Subs VL OLV E 1Mth Acdmc AP Srves	01	51,528-00	51,528-00
SQLCAL ALNG LicSAPk OLV E 1Y Acdmc Ent DvcCAL	60	362-00	21,720-00
SQLSvrStd ALNG LicSAPk OLV E 1Y Acdmc AP	01	4,568-00	4,568-00
<b>Sub-Total</b>			<b>2,66,878-00</b>
<b>Service Tax @12.36%</b>			<b>32,986-12</b>
<b>Vat @ 5%</b>			<b>14,993-20</b>
<b>Grand Total @ Rs</b>			<b>3,14,857-32</b>

Rupees: Three Lakhs Fourteen Thousand Eight Hundred and Fifty Seven Only /-

Please Note: DD/Cheques drawn in favour of "KT TECHNOLOGIES"

<b>Terms and Conditions</b> <ul style="list-style-type: none"><li>• Goods once sold will not be taken back.</li><li>• Interest rate 2% per month will be charged for overdue bills.</li></ul>	<b>S.T.NO: ABBPH0426KSD001</b> <b>TIN NO : 36276720604</b> <b>PAN NO : ABBPH0426K</b>	<b>For KT TECHNOLOGIES</b> 
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No TDS to be deducted on this invoice. refer Notification No. - 21/2012 (F.No. 142/10/2012-SO (TPL)) S.O 1323 (E), dated 13th June 2012 which has notified that no deduction of tax shall be made under section 194 J of the act. in the case of payment by a person for the acquisition of this software License There is no modification done on the software being supplied vide this invoice. We have deducted with holding tax under section 195 on payment for this software

Received the above goods in good condition

Receiver's Signature & Seal

PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

H.No. 1-19-164/14,  
Dinakar Nagar Colony,  
West Venkatapuram, Sec,bad - 15.  
Tel : 040 64527255





Lenovo (India) Private Limited

R.S. No: 19/1A & 19/2A, ECR Road, Thiruvallakuppam Revenue Village Ariyankuppam, Coimbatore, Pondicherry 605007, Pondicherry  
Tel: 91-413-2619400 Fax: 91-413-2619428

**E-CUM DELIVERY CHALLAN**  
(Part of Central Excise (no.2), Rules 2001)

CST No : 34370004091/DL 15-04-2005  
LST No : 34370004091  
PAN No : AABCI3372H  
TIN : 34370004091  
COMMISSIONARATE PONDICHERRY  
Insurance No: LENMAR0607

Original for buyer  
Date and Time of Preparation of Invoice  
19.06.2012 16:33:11  
Date of Dispatch  
19.06.2012

Invoice No: 721IXM001  
Range: No.1 Vellalar Nagar Manjakuppam Cuddalore 607 001  
Central Excise Division: No.1 Vellalar Nagar Manjakuppam Cuddalore 607 001

To: Group of Institutions akoya (V), Medchal Road, Hyderabad 501401

Invoice No: 6400492413  
Invoice Date: 19.06.2012  
PO No: 07.06.2012  
PO Date: 07.06.2012

CST No: 6400492413  
LST No: 6400492413  
DECLARATION: 4310372037 / 11.06.2012  
SO No/Date: 4310372037 / 11.06.2012  
Delivery No: 5202472282  
ECC No: 5202472282

Authenticated By

To: College of Engineering and Technology MR Group of Institutions akoya (V), Medchal Road, Hyderabad 501401  
Attn: Mr. Gopal Reddy  
Phone No: 9848668800

Excise Duty Rate: 12 %  
Cess on Excise Duty: 3 %

Code	Item Description (Chapter Id)	Quantity	Unit Rate	Basic/Assessable Value	Excise Duty%	Excise Duty	Tax%	Tax Amount	Total Amount(INR)
J7	NO OS-H61/G330/2GB/500GB/NO ODD	240	14,832.69	3,539,846.55	12.360	439,993.45	5.00	199,992.00	4,199,832.00
11	Lenovo LS1922	240	0.00	0.00	12.360	0.00	0.00	0.00	0.00
<b>Sub Total:</b>				3,539,846.55		439,993.45		199,992.00	

Desktop Value is Inclusive of Monitor

Excise Duty Payable: RUPEES FOUR LAKHS, THIRTY-NINE AND, NINE HUNDRED NINETY-THREE AND FORTY-FIVE ONLY  
(Notification no.2/2008 CE dated 1/3/2008. Sl no.62)  
Remarks: Excise 75% payment need to be collect from the customer on DOD basic at 4310372037  
Payment Terms: 25% advance 75% upon delivery  
Amount Due in Words: RUPEES THIRTY-ONE LAKHS, FORTY-NINE AND, EIGHT HUNDRED SEVENTY-FOUR ONLY

Sub Total	4,199,832.00
Octroi	0.00
WCT	0.00
Total Invoice Amount	4,199,832.00
Less: Advance	1,049,958.00
Net Amount Due	3,149,874.00

Freight/Transport: AFL - Road  
Invoice Bill No: 39386535  
No. of Cases: 1  
Weight: 100  
Buyer's Stamp & Signature

We certify that the particulars given above are true and correct and the amount indicated represents the price actually charged and there is no additional flow of consideration directly or indirectly from the buyer.  
for Lenovo (India) Private Limited

Page: 1 / 1  
J & Corp Office: LENOVO INDIA PVT LTD., FERNS ICON, LEVEL -2, DODDENAKUNDI VILLAGE, MARATHHALLI OUTER RING ROAD, MARATHHALLI POST, KR PURAM HOBLI, BANGALORE- 560037.

Bank Details: Bank Name: Citi Bank N.A., 506/507, Level 5, Prestige Meridian II, M.G. Road, Bangalore - 560001. (MICR # 560037002, RTGS/NERF# CITI0000004, A/c # CITIINBX)

Payment by Cheque/Post To: LENOVO INDIA PVT LTD., FERNS ICON, LEVEL -2, DODDENAKUNDI VILLAGE, MARATHHALLI OUTER RING ROAD, MARATHHALLI POST, KR PURAM HOBLI, BANGALORE-560037



Terms & Conditions: Late payment fee of 2% per month will be charged from due date of payment on the outstanding invoice value. 200% payment should be made prior to installation as mutually agreed to otherwise by us.





## Iris Computers Ltd.

Khewat No.271/38, Vill: Marakhri,  
Opp. CRPF Head Quarter, Industrial Area Gangyal  
Jammu 180010

Page No. 1

### RETAIL INVOICE

<b>Bill To</b> C.M.R. College of Engineering & Technology Kandlakoya (V) Medchal Road Hyderabad-501401	<b>Invoice No</b> Invoice Date Customer Order No. Customer Order Date Order No. Order Date Delivery Challan No. Delivery Challan Date Payment Terms Code Due Date Terms Of Delivery	N2Q4-22-1306-075 28-06-13 EMAIL 11-06-13 N204-27-1306-039 11-06-13 N204-21-1306-075 28-06-2013 00:00:00 CDC 30-06-13 Door Delivery
<b>Ship To</b> C.M.R. College of Engineering & Technology Kandlakoya (V) Medchal Road Hyderabad-501401 TIN No.		

SN	Item No.	Item Description	Qty	UOM	Rate(INR)	Tax Rate	Amount(INR)
1	3597214	LENOVO NO OS H61/G2020/2GB/500	165	Nos	11,440.00	0	18,87,600.00
2	60A7AAR1NP	LENOVO WIDE MONITORS	165	Nos	6,060.00	0	9,99,900.00

Form Applicable - Yes  
FORM CODE-C 0%

**PRINCIPAL**  
**CMR COLLEGE OF ENGG. & TECH.**  
 Kandlakoya (V), Medchal Road  
 Hyderabad-501401.

Input Tax Credit is available on this invoice copy

<b>Total Taxable Amount</b>	28,87,500.00
Excise Amount	0.00
VAT/CST/WCT @0% on 100%	0.00
Add VAT	0.00
Service Tax	0.00
Cess on Service Tax	0.00
CESS on service Tax	0.00
Freight Recovered	0.00
Octroi Recovered	0.00
Less Cash Discount On Base Value	0.00
Rounding Off	0.00
<b>TOTAL</b>	<b>28,87,500.00</b>

RS. TWENTY EIGHT LAKH EIGHTY SEVEN THOUSAND FIVE HUNDRED AND ZERO PAISA ONLY

CST No: 01301050916      VAT/TIN/LST No: 01301050916      Serv Tax No: AAACI9670:HST001

- Terms & Conditions**
- Late Payment Fee of 2% per month will be charged in case of delay in payment on the outstanding invoice value
  - In the event of default in payment beyond agreed period Iris will have the right to repossess the goods without further notice
  - All payments should be made by A/C payee Cheque or DD in favour of IRIS COMPUTERS LTD
  - In case any cheque is dishonored a service charges of Rs. 1000+Service Tax will be charged
  - Responsibility of warranty lies with the manufacturer only
  - Statutory Forms, if applicable, must be issued in advance or else tax be charged

Receiver's Signature

For Iris Computers Ltd.  
  
 Authorized Signatory





# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE & Accredited by NBA, Affiliated to JNTU, Hyd)

Kandlakoya (V), Medchal Road, Hyderabad - 501 401.  
Tel : 08418-200699, 200537 Telefax : 08418-200240 www.cmrctet.or

## PURCHASE ORDER

CMRCET/ADMIN /100/2012-13

Dates: 05.07.2012

To,  
S.V.Electronics Ltd,  
Secunderabad-15,  
Mob: +91 9866390452  
Dir: +91 40 6638 2210  
Email Id: [rajendher@svel.in](mailto:rajendher@svel.in)  
Sir,

*Handwritten notes:*  
Inv. no. 7/7/12  
10/7/12

Sub: Purchase order for EPSON Projector

Part No.	EPSON Projector Description	Quantity	Unit Price Rs.	Amount
EPSON EBS02	Brightness (Normal) - 2600 ANSI Lumens Lam Life - 5000 Hours Colour - Yes Native resolution - SVGA Technology - 3LCD Contrast ratio (Typical)- 3000 : 1 Horizontal Keystone- -30 to +30 Degrees Vertical Keystones -30 to +30 Degrees RGB ports Quantity 1 DVI-I Ports Quantity 0 USB Control - Yes PC less Presentation- No RS-232 interface Yes Wireless Compliancy- No Network Capability- No Carry Case - No Included Accessories Remote Control excl. Batteries User manual Power cable Computer cable Dimensions 295 X 228 X 77 mm Weight 2.3Kg	12	20,000/-	2,40,000/-
			Total in Rs.	2,40,000/-

Rupees in words: Two lakh Forty thousand only.

Terms and conditions:

Taxes	All Inclusive
Delivery	2-3 weeks.
Payment	100% advance along with P.O.
Warranty	Instrument 3 year warranty, BULB one year warranty.

PRINCIPAL  
CMR COLLEGE OF ENGG & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

*Ch. Gopal Reddy*  
Ch. Gopal Reddy  
Secretary & Correspondent

COFFEE, INDIA PVT. LTD.



India Pvt. Ltd.

SI 39042 Dt: 01.05.2006

IT 28/06/2012

Nos.

RR/AP/2006/W Dt. 13/11/2006

RR/AP/2006/W Dt. 13/11/2006

RR/AP/2006/W Dt. 13/11/2006

RR/AP/2006/W Dt. 13/11/2006

icense No. 99/06 Dt:09.10.2006

METRO Distribution Center Sales

Hyderabad Jurisdiction Only

CMR COLLEGE OF ENGINEERING & TECHNOLOGY  
KANDLAKOYA, MEDCHAL ROAD

MEDCHAL - 501401

Customer: 12 173085 1

VAT-ID: 30/2006

Date of creation: 10/8/2012 12:23

Date of print: 10/8/2012 12:23

Date of delivery: 10/8/2012 12:23

0/0(012)0004/044586 (004-110073)

012/159 5717

TAX INVOICE 040V1031000

Item Name	Unit Price (INR)	Cont Pack.	Pack. (INR)	Price Qty	Net Amt. (INR)	Discount (INR)	Net of Disc Amt. (INR)	Tax %	Tax Amt. (INR)	Total Amount incl. Taxes
ONIDA 39" FULL HD LCD L0024,890.83	1	24,890.83	2	49,781.66	0.00	49,781.66	14.50	7,218.34	57,000.00	
Net total:					49,781.66	0.00	49,781.66			

Summary

49,781.66	14.50	7,218.34	57,000.00
49,781.66		7,218.34	

Sales Value 57,000.00  
Rounded to 57,000.00

Rupees Fifty Seven Thousand Only

CASH 57,000.00

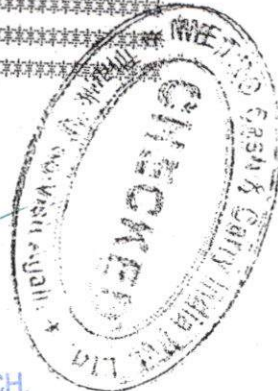
VOICE LEVEL  
VOICE LEVEL

030016 - SLAB 30K - FREEBIE (1 PER DAY, NET OF TAX, T&C) - 1 Qty - Rs.0  
030015 - SLAB 15K - FREEBIE (1 PER DAY, NET OF TAX, T&C) - 1 Qty - Rs.0

*Z. Woffe*

\*\*\*\*\* END OF TRANSACTION \*\*\*\*\*

METRO Cash & Carry India Pvt. Ltd.  
D. No. 5-7-71/4/1, Survey No.133 to 140,  
Sangeeth Nagar, Moosapet Village,  
Balanagar Mandal, HYDERABAD-500 072



*[Signature]*  
PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.





## SHREE CHAKRA TECHNOLOGIES

H.No. 30-1591/5, Plot No. - 35, Keerthi Apts ,  
Chandragiri Colony, Safilguda, Hyderabad - 500 056  
Ph. (R): +91-040-27714280, Cell : 91- 9440518909 / 9246818909  
e-mail : shreectechnologies@gmail.com  
raghuram\_d@rediffmail.com

Ref. :

Date : 16.08.2012

# INVOICE

To, The Secretary & Correspondent, M/s. CMR Collage of Engineering & Technology, Kandlakoya, Medchal Rd. HYDERABAD.	Invoice No: 019/12-13 Date: 16.08.2012 TIN No: 28171155297
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DC NO. and Date 016/12-13 10/10/12	P.O No. and Date 14.08.12	Payment Terms As Per Verbal Order
---------------------------------------	------------------------------	--------------------------------------

S.No	PARTICULARS	QTY	UNIT RATE	AMOUNT IN RS.
1.	13" Sony CCD and Effio processor Over 700 TVL, with OSD cable, ATR,WDR, HBLC,2D+3D Noise reduction, OSD Function .0.1 lux at f 1.2 Lenses 6mm dc 12 volts with Audio. Make: secutrek Model: E270	03	3600-00	10800-00
2.	Stand Alone DVR 4 ch. With Audio. Make: Secutrek Model: 8004D	01	6800-00	6800-00
				17600-00

Seventeen Thousand six hundred only

Accepted By	Date	Authorized by	Date 16.08.2012
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CMR COLLEGE OF ENGINEERING & TECHNOLOGIES  
KANDLAKOYA, MEDCHAL.



### Terms and Conditions:

1. Goods once sold will not be taken back.
2. All disputes are subject to Hyderabad Jurisdiction
3. Payment after due date interest will be charged @ 18% p.a
4. Guarantee 12 Months from this invoice date for any manufacturing defects.
5. No Warranty OR Guarantee for physical damage/ PCB Burn/Power supply and Adapter.

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Kandlakoya (V), Medchal Road,  
Hyderabad-501401.



# COMPUTER BAZAR

Shop No. 62 & 63, Ground Floor, Chenoy Trade Centre,  
 Parklane, Secunderabad - 500 003.

## TAX INVOICE

To : Cash Sale Bill

INVOICE No. 53574  
 INVOICE Dt: 13/03/2014

PARTY LST/TIN :

PARTY CST :

SI.No.	PRODUCT	WARRANTY	QTY.	RATE	AMOUNT
✓	EAR PHONE	NO WARRANTY	45	271.43	12214.53
					<u>12214.53</u>
				5.00%	610.73
					0.26

Ad: VAT A/C-  
 Less: ROUND OFF-  
 Less: ROUND OFF-

*Handwritten:*  
 + Auto Rs  
 Rs 12,825/-  
 600/-  
13,425/-

*Handwritten:*  
 Amount Paid from  
 HKS Bank  
 [Signature]

**\*\*SERVICE TIME 12PM TO 6PM ONLY\*\***

**MONDAY TO FRIDAY**

\*\*Warranty on all the equipment or parts is as manufacturers standard warranty policy and shall be directly provided

**- BY MANUFACTURES ONLY\*\***

I/We have purchased Computer Parts & Components  
 I/We have not purchased any System. Hard Disk  
 Purchased is blank and unformatted

**NOTE : ONLY CARRY WARRANTY**

Rupees Twelve thousand eight hundred twenty five only

Signature of Customer

Total Rs.

12825.00

**TERMS :**

1. NO WARRANTY FOR BURN / PHYSICAL DAMAGE.
2. Goods once sold will not be taken back or exchanged.
3. For Warranty Bring Particular Products Box.
4. In case of default interest payable @ 24% p.a. from bill date
5. All dispute are subject to Secunderabad Jurisdiction.
6. Payment should be sent through A/c Payee.  
 Cheque / Draft (in case of Outstation Customers)
7. All products, standard warranty as per our offer.
8. No warranty, on Adaptor, Cables, Earphone, Other Accessories & Consumables Products etc.

*Stamp:*  
 PRINCIPAL  
 UMR COLLEGE OF ENGG & TECH.  
 Kandlakoya (V), Medchal Road,  
 Hyderabad-501401.

For **COMPUTER BAZAR**

Authorised Signatory

E.& O.E.



## Lab Activities and events:

**1. Ice-breaking activity:** Ice-breakers are speaking activities used with a new class in order to give the learners an opportunity to meet each other. In order to complete an ice-breaker task learners must talk to each other. These allow the new comers to talk to each other and know each other well. For the teachers such ice breakers give an opportunity to identify the learners and form an initial assessment of them when they start talking about themselves. This also allows the learners to work in teams and participate in collaborative learning. As the learners involve in team work and interact personally with each other, they also establish personal bonding essential for successful learning. Some of the ice-breaking activities include Just One Lie, Unique and Shared etc.

Contact Teacher

Exit

# Ice Breaking

Colour Wheel of Fate

Introduction

Types

Questions

Activities

Videos

Colour Wheel of Fate

Look At Me

Finding Differences

Haven't We Met?

More, Dig, Done

Name Tag!

Nickname Nugget

Spellin Mellon

Your Big Entrance

What if I Told You

Overview:

With a simple spin of the wheel, fate decides which of four activities the group will play. "Colour Wheel of Fate" creates smiles, generates enthusiasm, and offers variety for group interaction.

www.englishlanguag

K-VAN Solutions

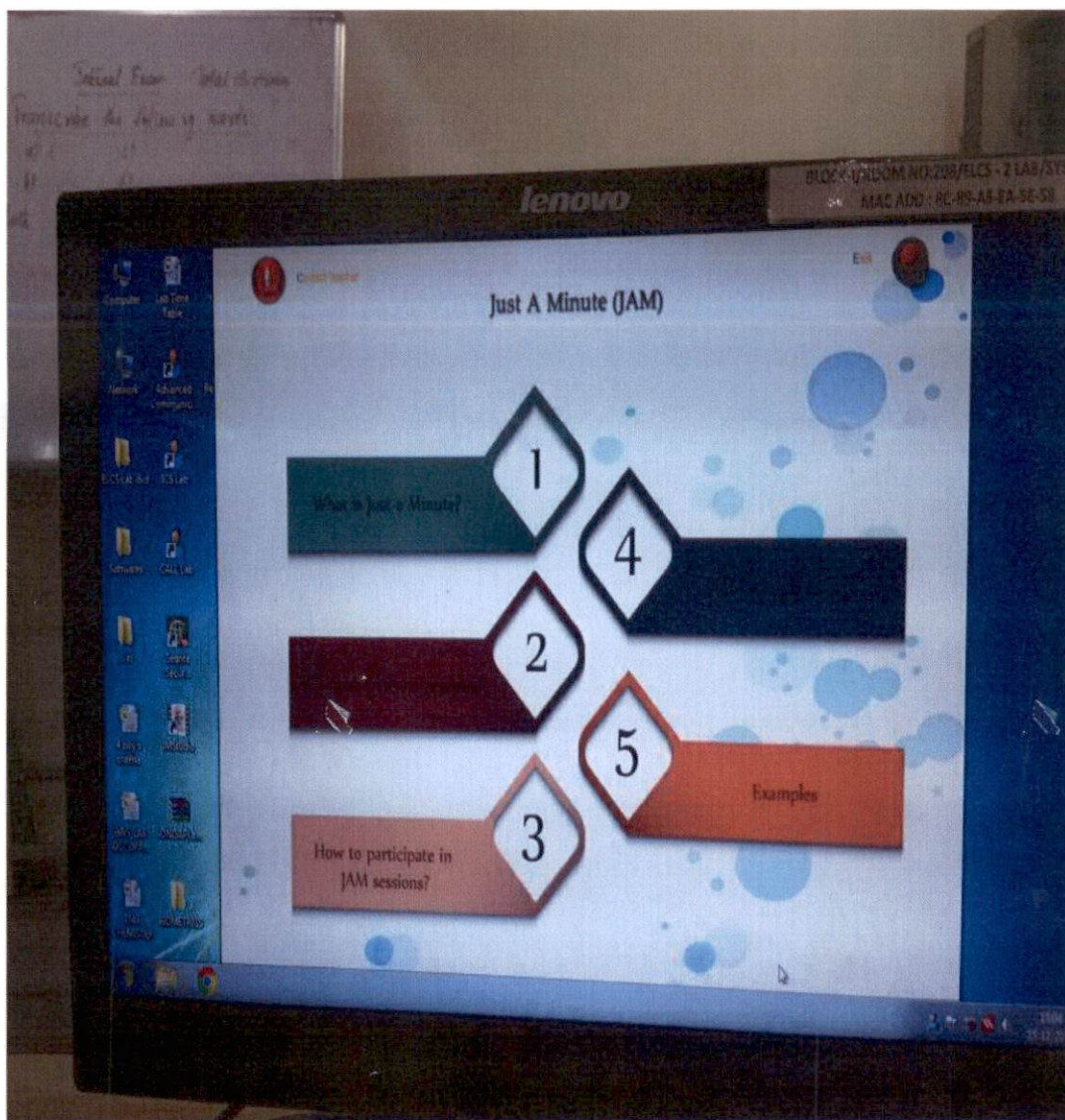
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Kandlakoya (V), Medchal Road,  
Hyderabad-501401.



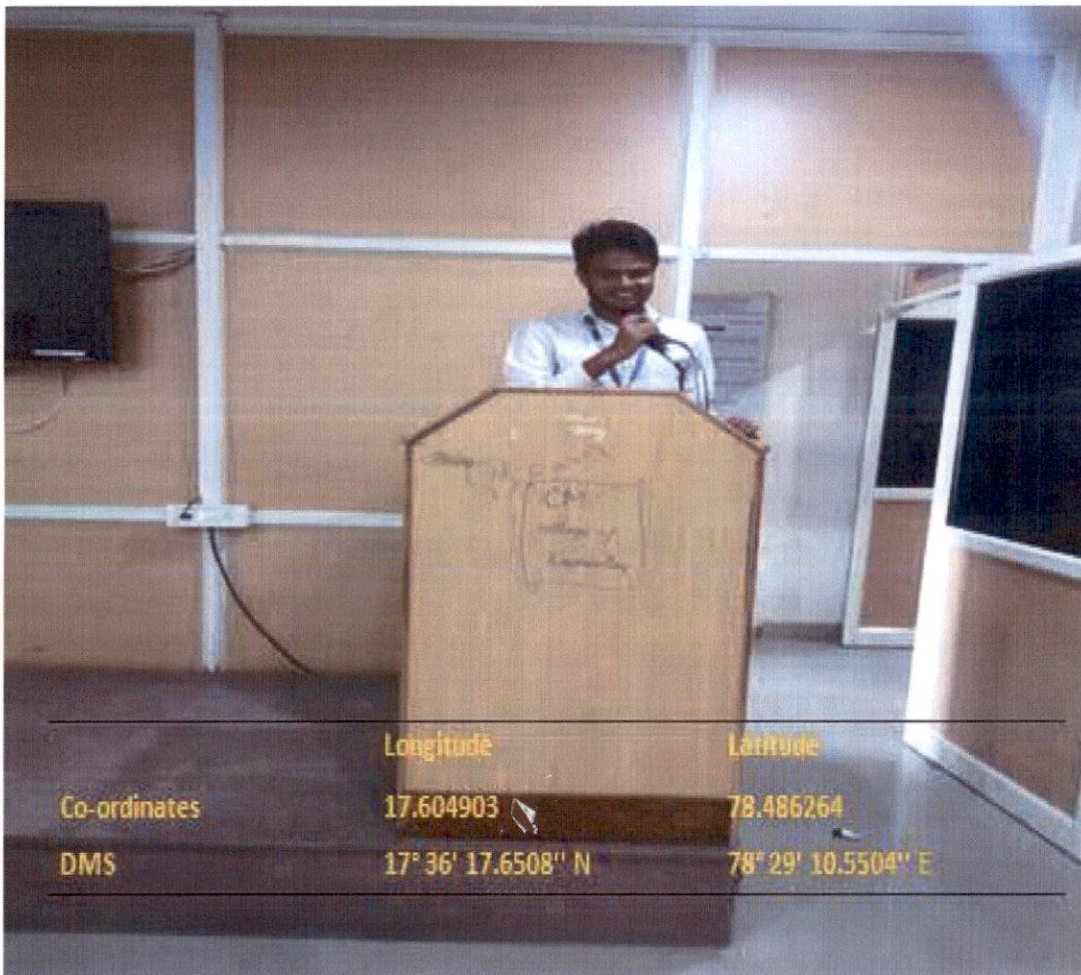
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**2. JAM session:** 'Just a Minute' is an impromptu speech test conducted with the time limit of one minute. The students are trained to speak coherently and meaningfully on a given topic within a span of one minute. More than a test of knowledge, JAM can be seen as a test of wit and presence of mind. Many recruitment drives use this test to assess a candidate's language skills. The teacher encourages the students to participate in JAM sessions in order to improve their language fluency and accuracy. Before the session the teacher prepares a list of topics which are then randomly given to each student to speak. The students are advised not to hesitate when they speak. They are also told not to repeat and deviate from the topic.



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Kandlakoya (M), Medchal Road,  
Hyderabad-501401.





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

CMRCET/PRIN/LLC/CIR/AY-2014-15/02

Date: 26/09/2014

**CIRCULAR**

This is to inform all the students that our college is organizing an **essay writing** competition on **04<sup>th</sup> October 2014** on the topic "**Domestic Violence.**" Interested students may give their names to their respective departments on or before **3<sup>rd</sup> October 2014.**

Venue: Department of Humanities & Sciences Room No. block-I, 207&211  
Timings: 2:30 P.M to 3:30 P.M

**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



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

18/09/2014

To  
The principal  
CMRCET  
Kandlakoya

Respected Sir,

Forwarded Through IQAC Coordinator.

Sub: Request for permission to conduct an event on **Domestic Violence** -Reg.

The language lab committee plans to hold the following event for the current academic year as part of its activities. I request you to kindly grant the approval for the event to be conducted.

Date of event: **4<sup>th</sup> October 2014.**

Name of the event: **Essay writing.**

Importance: To improve language skills of the students.

The language committee members and the student volunteers will help in the smooth conduct of the event.

Thanking you,

*Recommended  
Aron*

Yours sincerely,

*fah*  
Convener

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.


*Granted  
Romya*



3.Report on:

Essay writing on Domestic Violence for I.B.Tech Students.

04.10.2014



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

---

ESSAY WRITING ON  
**DOMESTIC VIOLENCE**  
**4<sup>th</sup> October, 2014**

Conducted by  
**English Department**  
CMR College of Engineering & Technology

The department of English conducted an essay writing on “**Domestic Violence**” for I B.Tech students in CMR College of Engineering & Technology on **04<sup>th</sup> October 2014**. Many students participated in the essay writing. There was good response from the students. Senior students helped in conducting the essay writing competition. The faculty thanked the senior students, the supporting the faculty and the management.

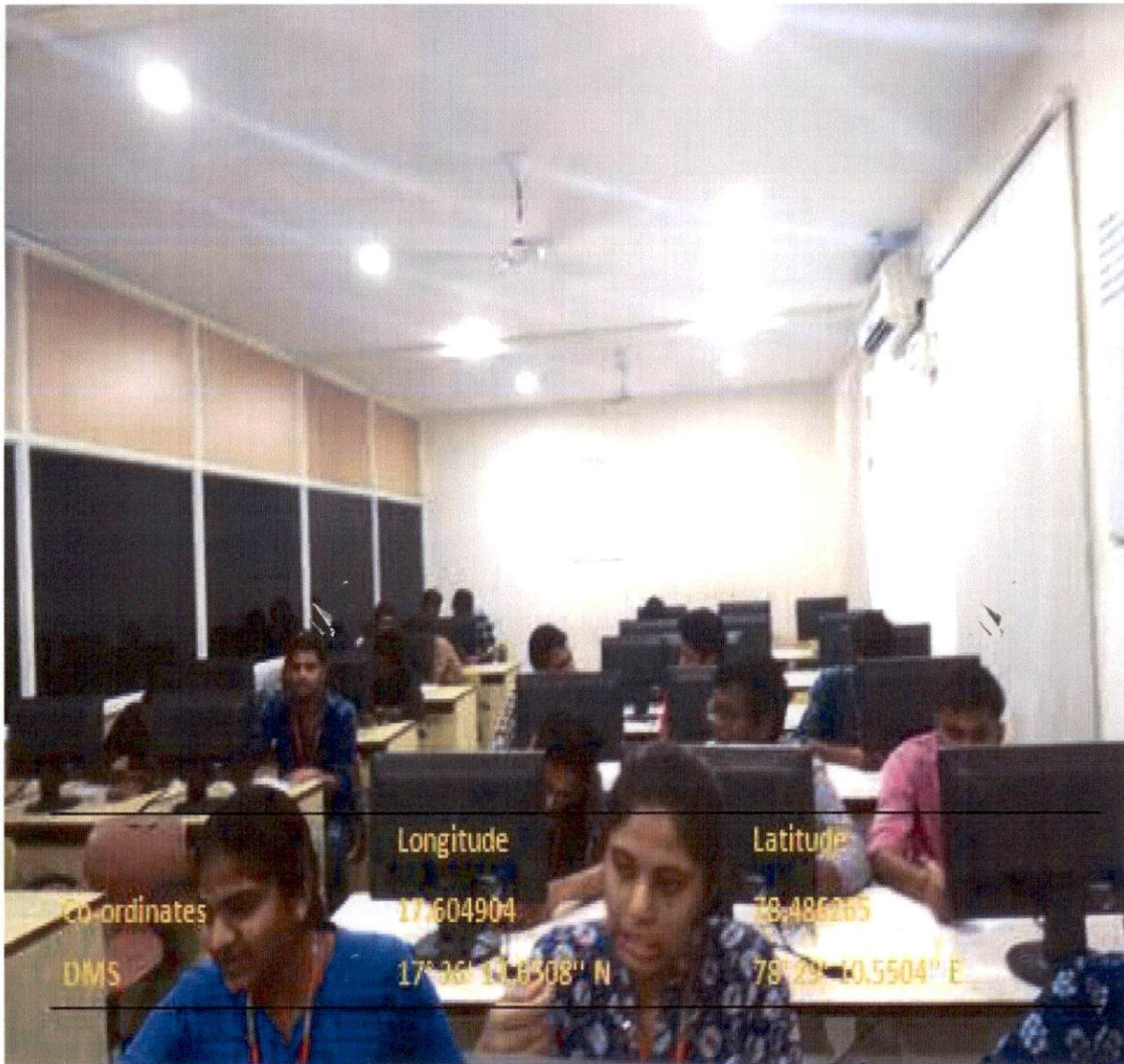
#### **Outcome of the Event**

**Writing** encourages and enhances critical thinking, creative thinking and helps in organizing thoughts and improve communication skills. **Writing** also improves develop professional arguments about a topic and articulate opinions. It also helps in better presentation of facts. For students, good writing skills are important also when writing their SOP (Statement of

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Purpose) for admission to universities, colleges for higher education. It is important therefore, that every student develops good writing skills and can continuously improve it.

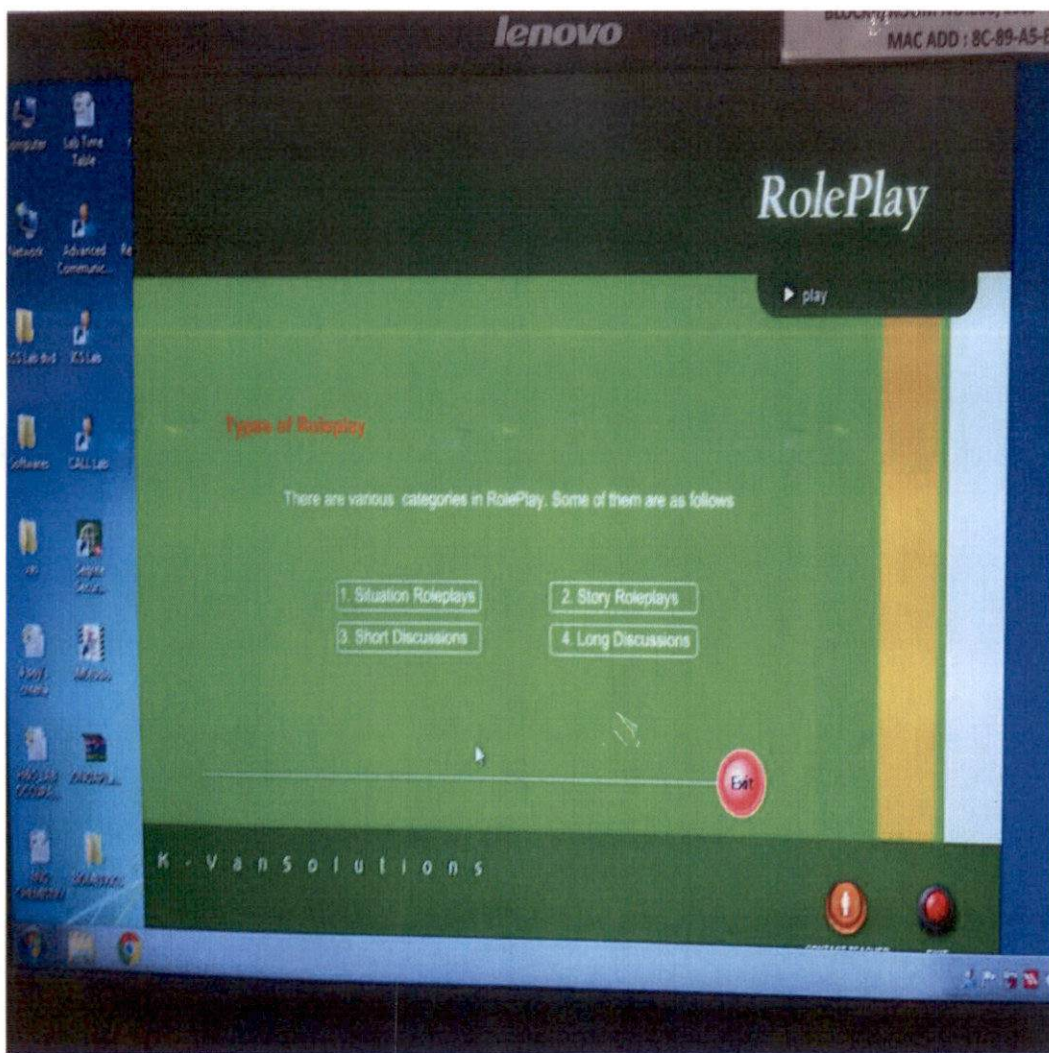
It is recommended that students undertake some research on the topic they choose, read a few articles on the internet, watch videos and then formulate their thoughts that will translate into the Essay.




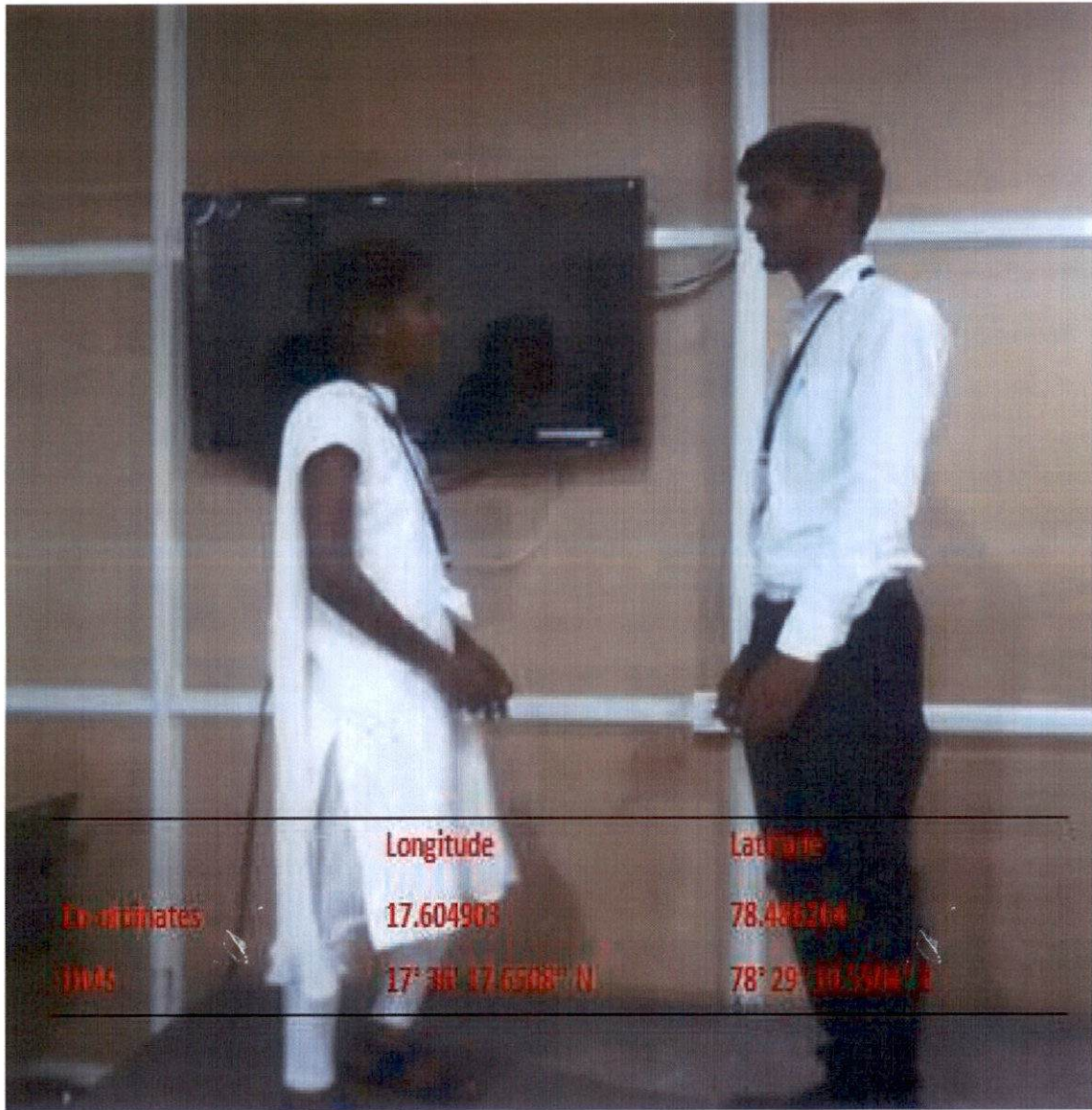
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Hyderabad-501401.



**4.Role Play:** Role Play is any speaking activity where one either puts oneself into somebody else's shoes or one may put oneself in an imaginary situation. Thus the learners can themselves to be the president or the prime minister of a country. They then can enact the role using appropriate language. Such activities make learning enjoyable and interesting. Enacting imaginary situations allow the students to practice language needed for such situations. Such situations as checking in at hotel, requesting for directions help the learners to understand the practical nature of language. Students who find participating in conversations and dialogues uncomfortable can use role play as a means to express themselves.



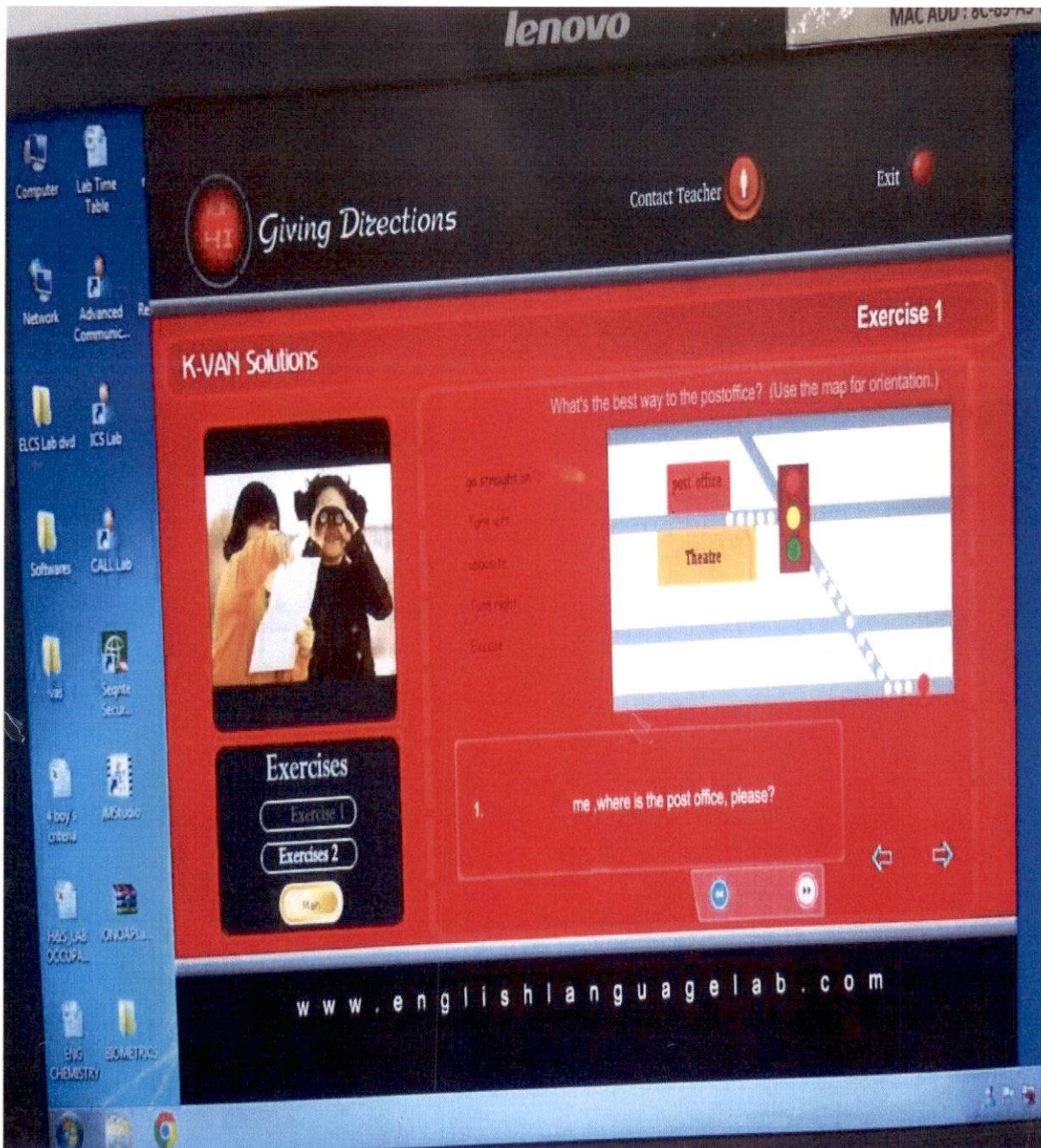
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Hyderabad-501401.



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Kandlakota (P), Medchal Road,  
Hyderabad-501401.



**5. Giving Directions:** This is another practical activity that helps the learner to deal with various situations in the real world. Here the learner is taught how to ask for directions and give directions to another in English. The teacher divides the students into pairs and gives some hypothetical situations. The students then are asked to ask for directions, followed by answers.




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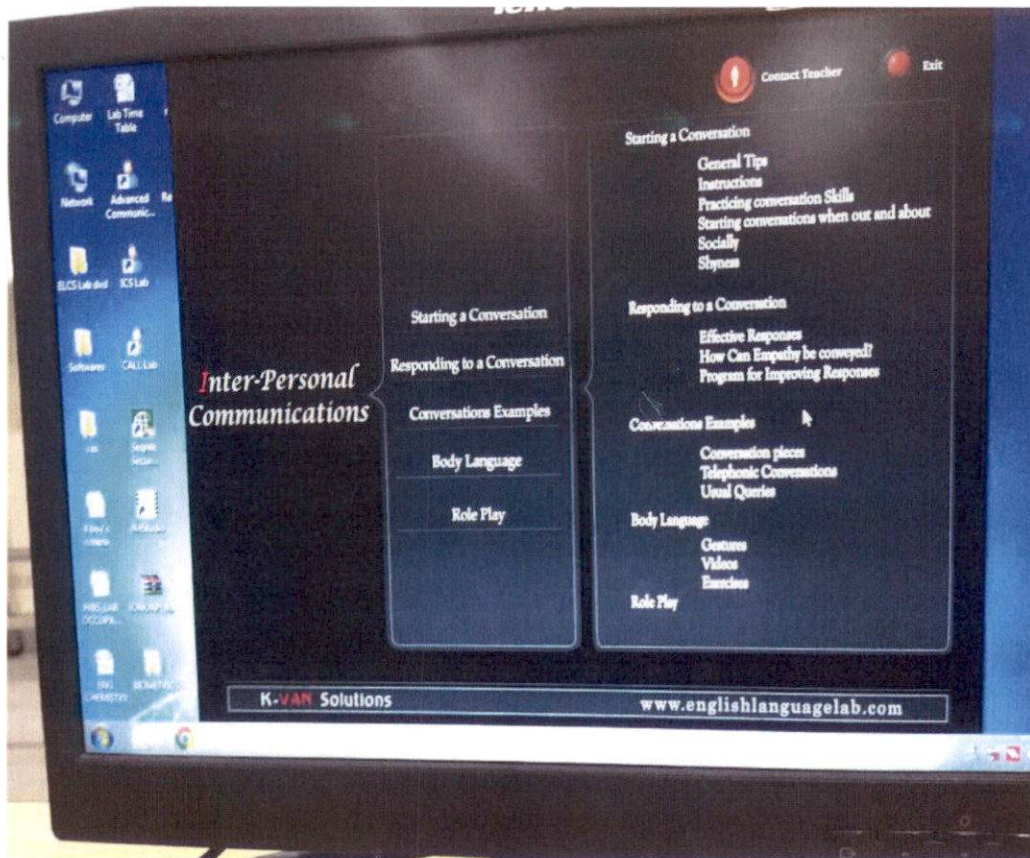
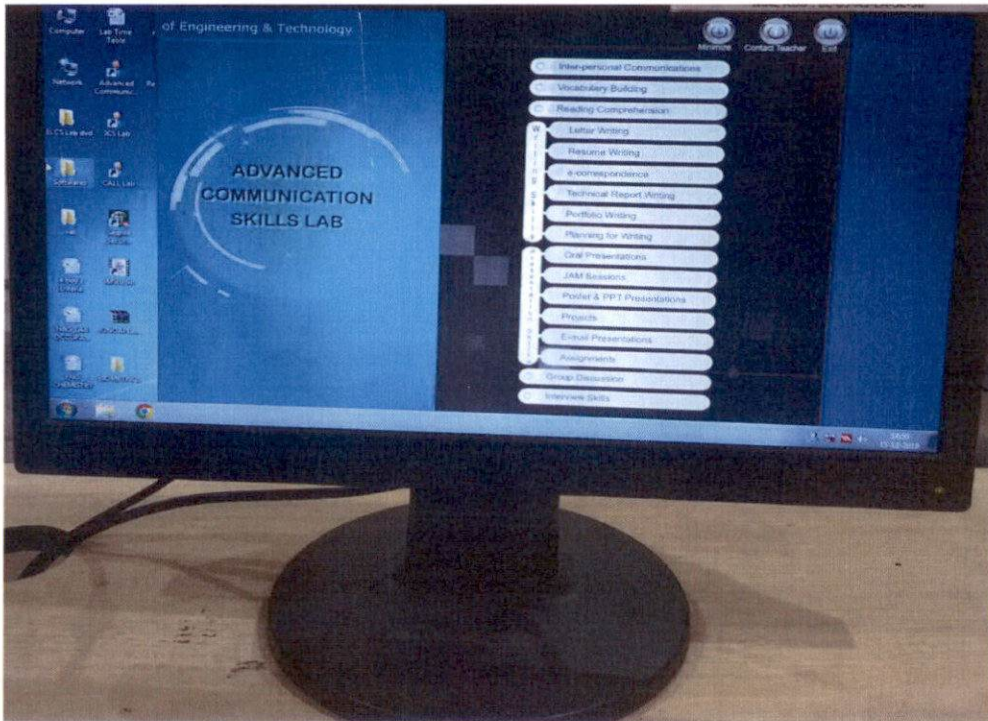




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Hyderabad-501401.

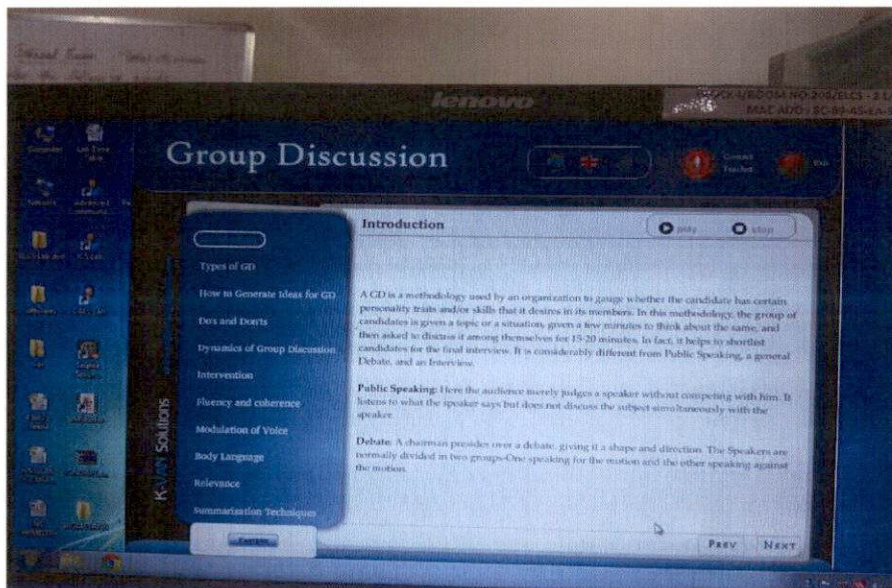





  
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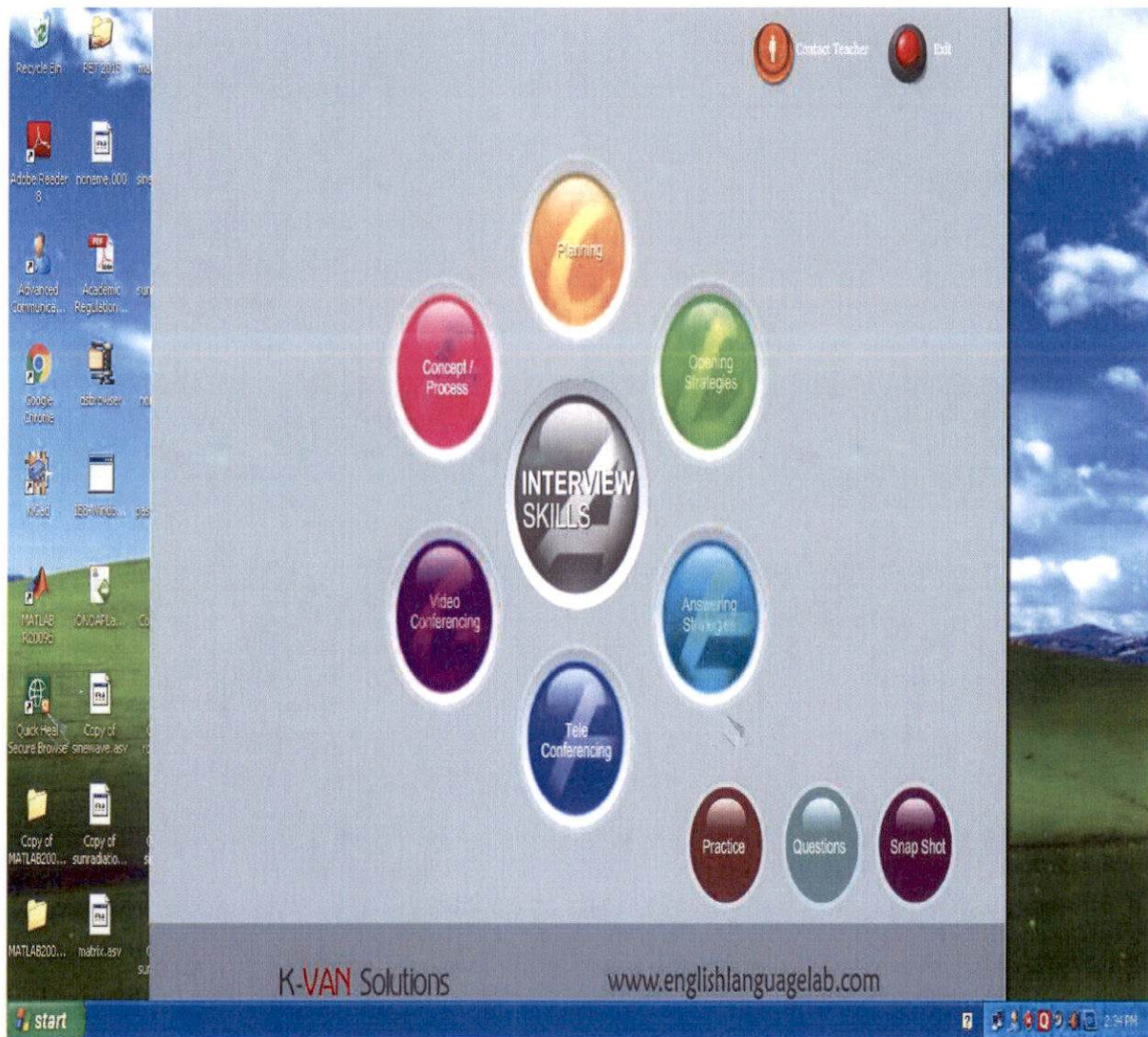
**6.Group discussions:** Group Discussions have become a part of recruitment processes where the representatives of the recruiting organization observes the oral skills and other inter-personal skills of the participants before short listing them for the next round. CMRCET has an exclusive room with round tables for group discussions. The students are given various topics for the discussions. Their performance is observed by the teacher and a feedback is given. The students are told about the importance of taking initiative in a group discussion. They are also explained about the importance of listening to others so that they can intervene at the right time. The language software allows the student to observe the videos of sample discussions and improve their performances.



  
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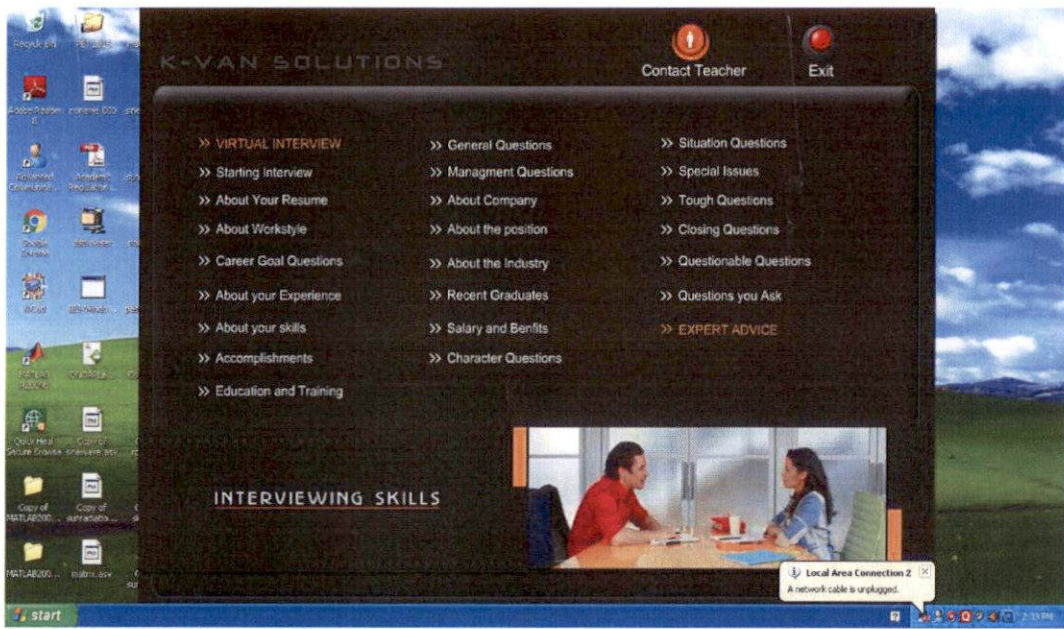


**7. Interview Skills:** For students of professional courses like engineering the biggest challenge is to succeed at the interviews. The lab activities help the students to understand the necessary preparations for any interview. The students are introduced the ideas of pre-interview planning and preparation. They are also taught the need to understand the job profile before actually attending the interview. The students are also taught to prepare well for the interview by brushing up the basics. The teacher conducts mock interviews for the students to expose them to interview like situations.



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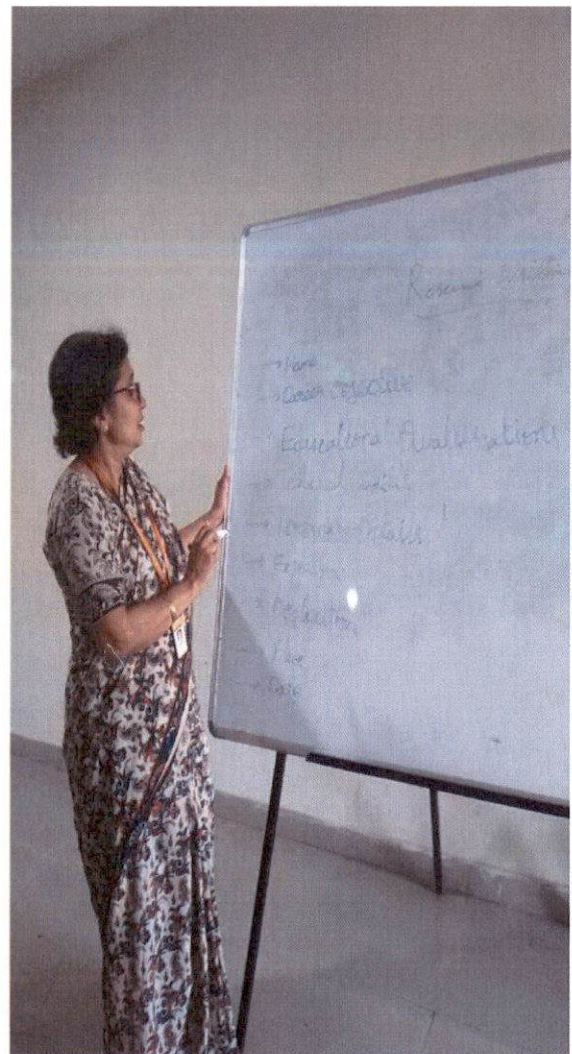
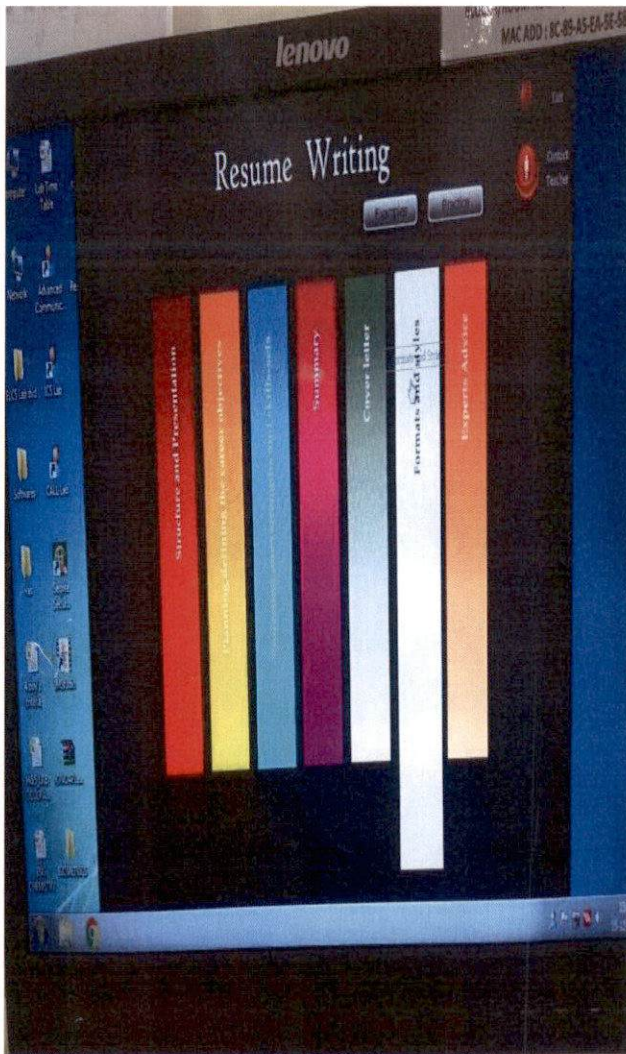


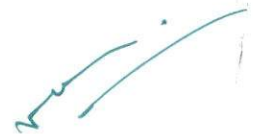


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Hyderabad-501401.



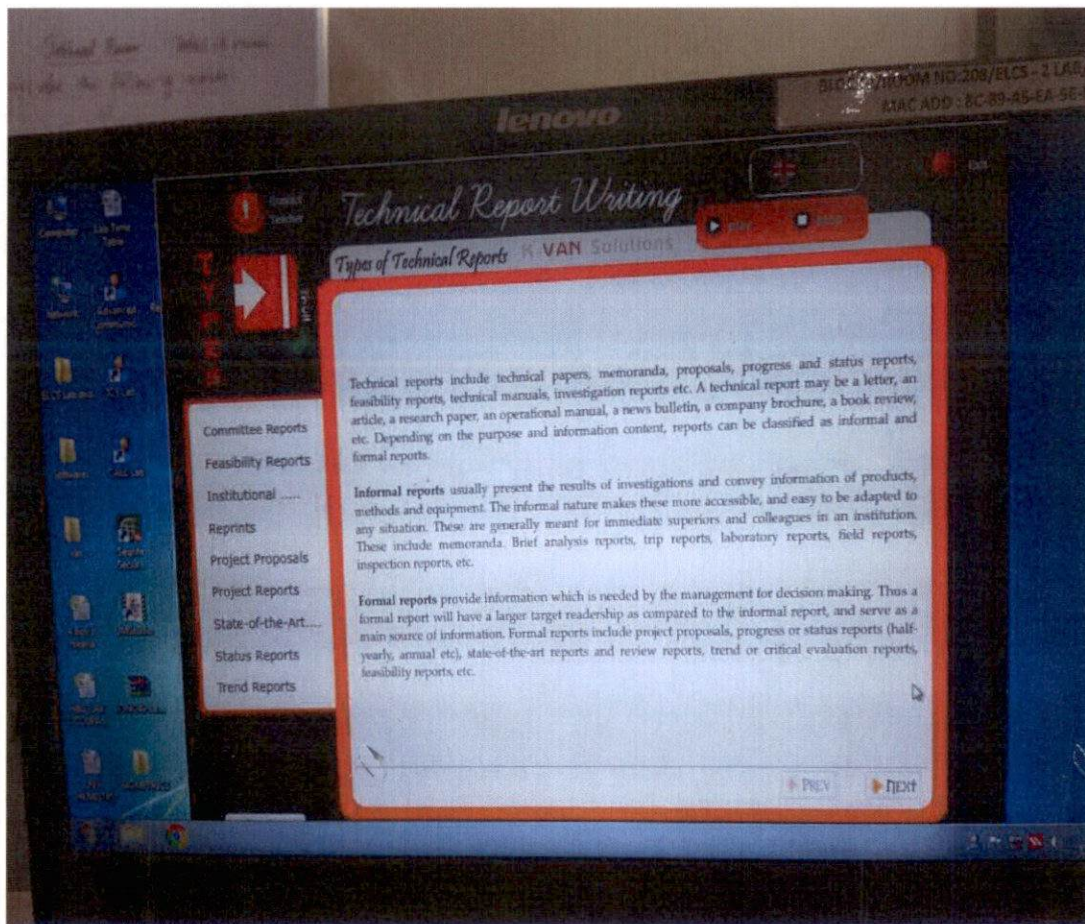
**8..Resume writing:** Preparing one's resume is one of the most important of any student's transition from college to career. While understanding the structure of resume is important, what goes into making a good resume is even more important. In the lab the students are taught how to structure their resume in terms of their career objective, profile, achievements and skills. They are also taught to keep their resume brief. Most importantly the students are encouraged to participate in various cultural and technical events which find their way into their resume. It is because mere academic qualifications will not fetch them a job.



  
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**9. Technical Report writing:** Careers in industry or for that matter any career calls for report writing skills. Keeping in view of the requirements of both the industry and the students, the language lab included report writing in its syllabus. In the lab the students are introduced to the basic purpose of a report: the spoken or written account of something that one has observed, heard, seen, or studied. The students are introduced to the three formal aspects of a report: preliminaries, main part and the supplementaries. The preliminaries include title page, terms of reference, contents, list of tables or diagrams, acknowledgements and summary. The main part includes the introduction, methodology, results, discussion and conclusions or recommendations. The supplementary includes the references, appendices and glossary.



**Power point presentations:** PPTs have become a part of a professional's life. Irrespective of one's profession, each one of us use PPT as tool of presentations. Thus one should know how to use such modern tools. In the language lab PPT are used to present one's ideas and thoughts to the audience. They supplement one's efforts to convey one's ideas in the form of tables, illustrations. But the students are cautioned not overuse them as complete dependence on them can defeat the very purpose of using them

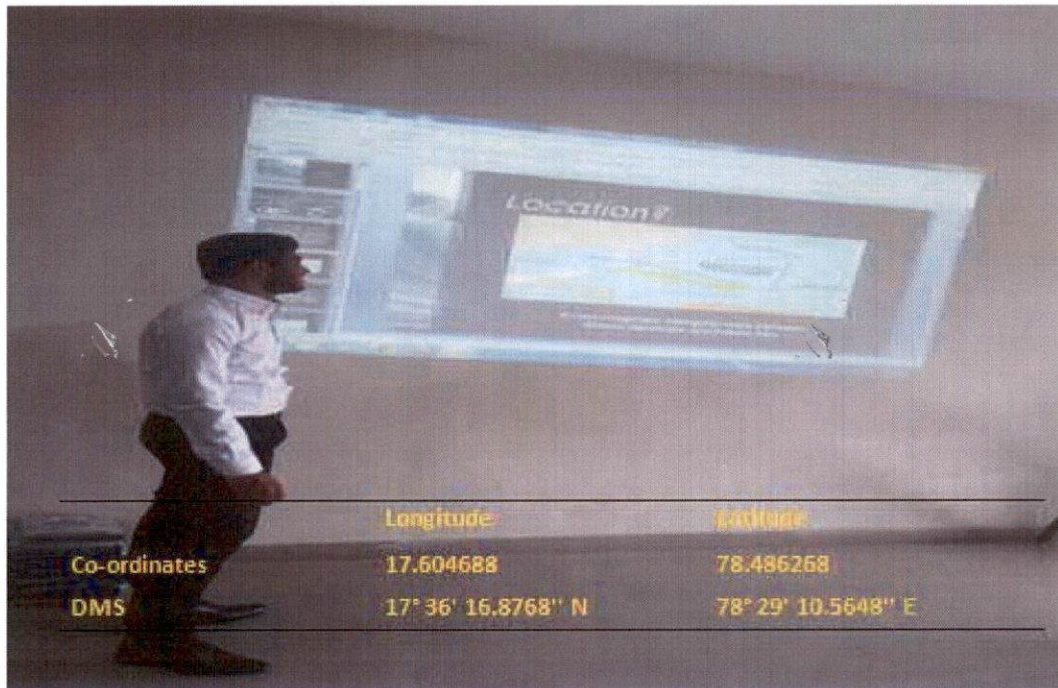
  
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# Location?



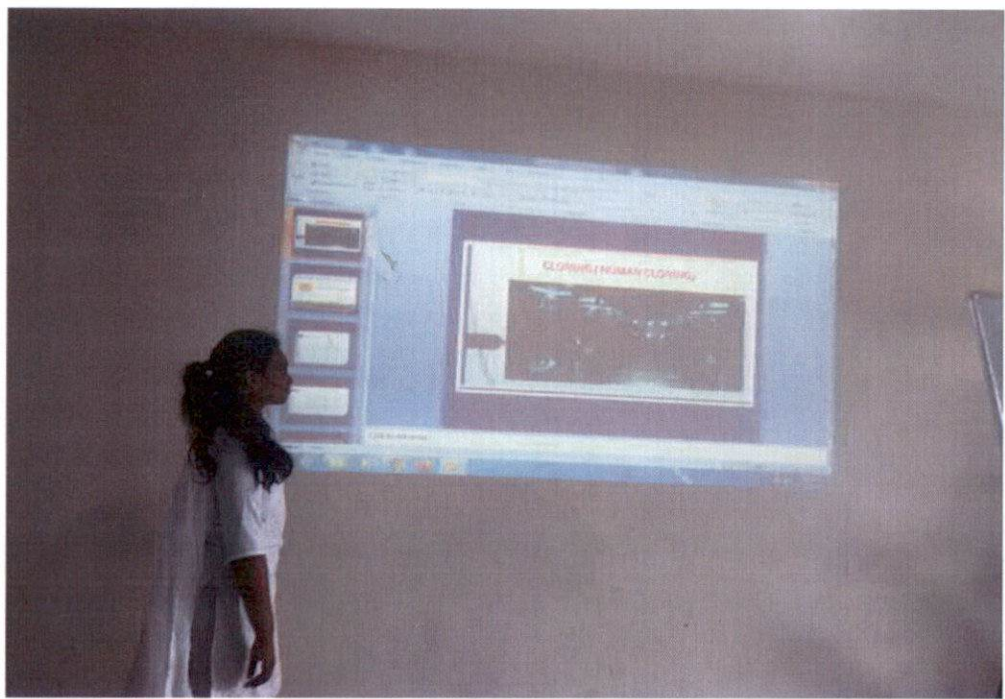
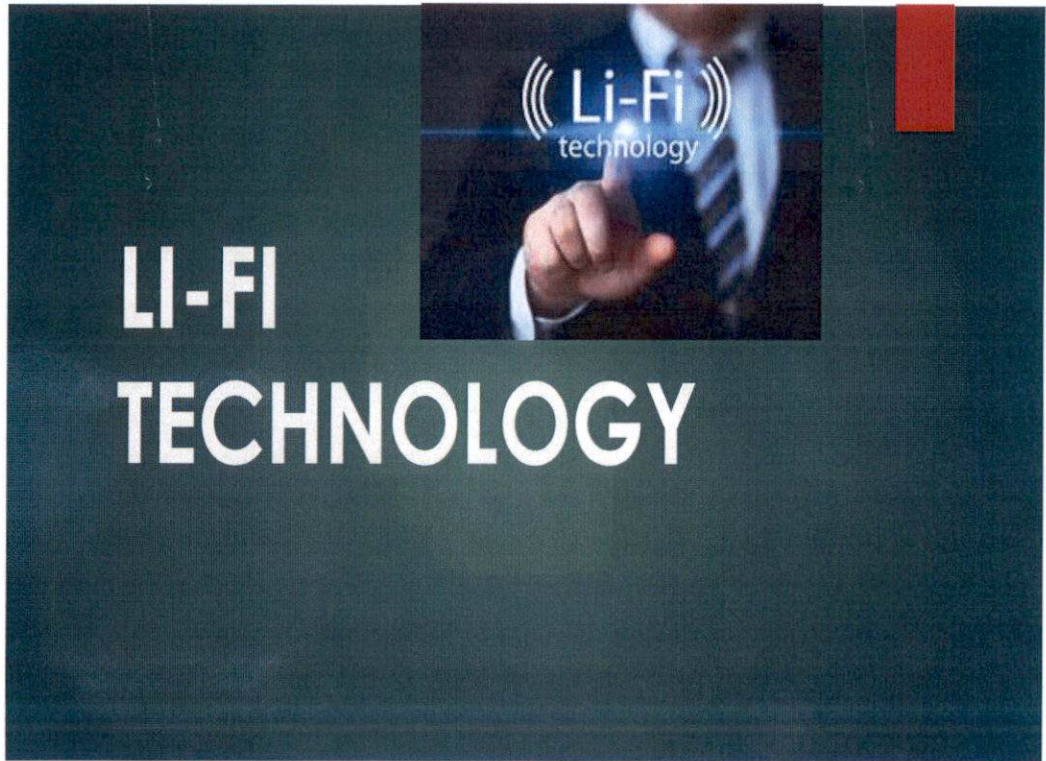
It's an imaginary triangular area between Miami, Bermuda and Puerto Rico

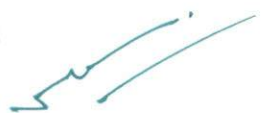


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Co-ordinates	17.604688	78.486268
DMS	17° 36' 16.8768" N	78° 29' 10.5648" E

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

Date: 05/02/2015

To  
The principal  
CMRCET  
Kandlakoya

Respected Sir,

Forwarded Through IQAC Coordinator.

Sub: Request for permission to conduct events on **Elocution & Language Quiz** –Reg.

The language lab committee plans to hold the following events for the current academic year as part of its activities. I request you to kindly grant the approval for the events to be conducted.

Date of events: 6<sup>th</sup> & 7<sup>th</sup> March 2015.

Name of the events: **Elocution & Language Quiz**.

Importance: To improve language skills of the students.

The language committee members and the student volunteers will help in the smooth conduct of the events.

Thanking you,

Yours sincerely,

*Jah*

Convener

*Recommended  
Acorn*

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

*Permitted*

*[Signature]*



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CMRCET/PRIN/LLC/CIR/A.Y-2014-15/03

Date: 10/02/2015

**CIRCULAR**

This is to inform all the students that our college is organizing an **Elocution & Language Quiz** on **06<sup>th</sup> & 07<sup>th</sup> March 2015**. The Elocution topic on "**Unity in Diversity**." Interested students may give their names to their respective departments on or before **5<sup>th</sup> March 2015**.

Venue: Department of Humanities & Sciences Room No. block-I, 212

Timings: 2:30 P.M to 3:30 P.M.

**Principal**

**Copy submitted to:** (1) Secretary Garu: for your kind information please.


**Copy to:** (1) Deans

- (2) Examinations
- (3) All HODS
- (4) IQAC
- (5) Administrative officer
- (6) Accounts officer
- (7) Training & Placement
- (8) Physical Director
- (9) Librarian



10. Report on:

Elocution on "Unity in Diversity" on 6<sup>th</sup> March 2014 & Language Quiz Competition on 07<sup>th</sup> March 2014 for I.B.Tech I & II year Students.



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ELOCUTION ON UNITY IN DIVERSITY  
ON 6<sup>th</sup> March 2015

**LITERARY QUIZ ON**  
**7<sup>th</sup> March 2015**

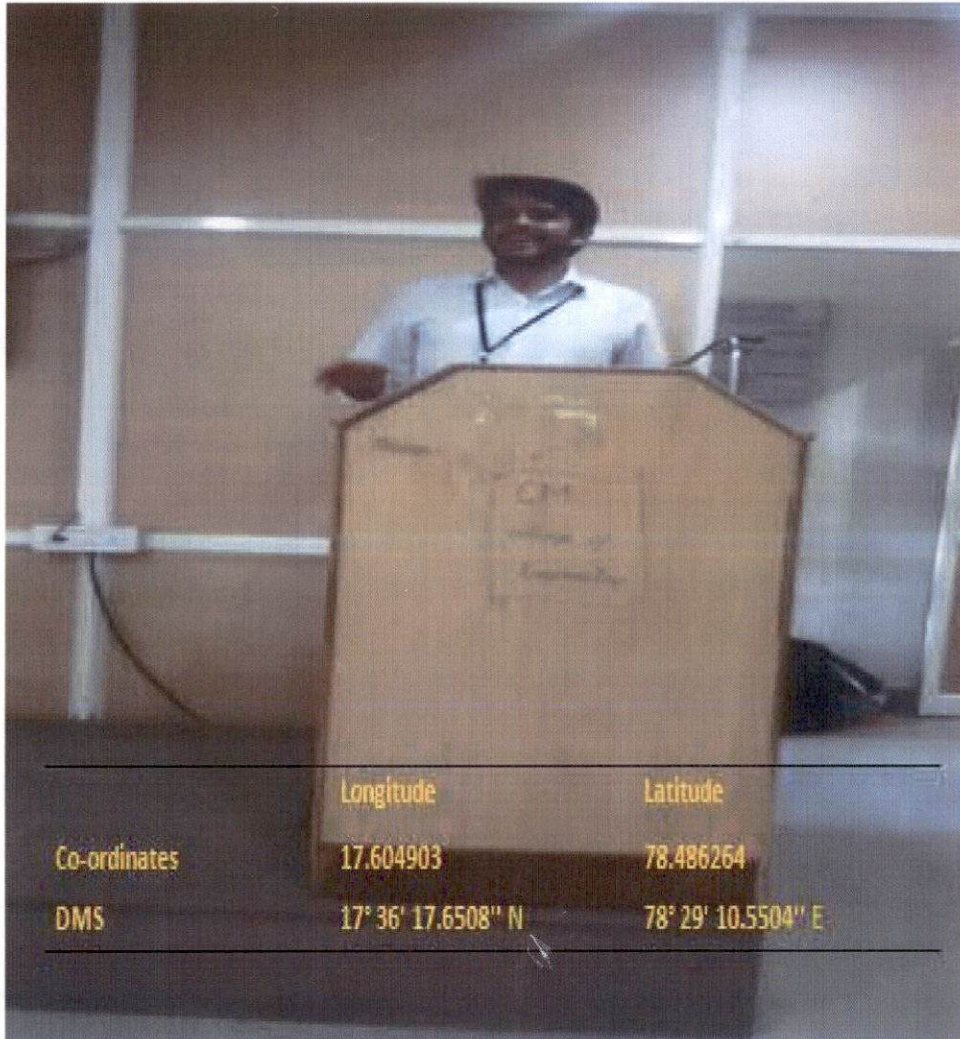
Conducted by  
**English Department**  
CMR College of Engineering & Technology

### Elocution


The Department of English, CMRCET, conducted an elocution for the students on 6<sup>th</sup> March 2015. The first year and the second year B.tech students actively participated and spoke on "Unity in Diversity." The students explained how unity makes a country strong and how diversity is a source of strength. The senior students from the third and fourth year B.tech supported the faculty in organizing the event. The judges appreciated the participation of the students. They declared the following students as the winners in elocution.



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DMS	17° 36' 17.6508" N	78° 29' 10.5504" E

  
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## 11. Language quiz

The Department of English conducted a language quiz for the first and the second year students of B.tech on 7th March 2015. The students were divided into different teams. The language quiz tested the students' knowledge of English grammar, vocabulary, phonetics and punctuation. The faculty from the department acted as quiz masters for the event. The senior students and other volunteers helped the faculty in making the event successful.





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**CMRCET/PRIN/LLC/CIR/AY-2014-15/05**

**Date: 23/03/2015**

**CIRCULAR**

All the language lab committee members are hereby informed that, the Annual review of language lab committee meeting is scheduled on 28<sup>th</sup> March 2015. The venue will be the Department of Humanities & Sciences at 3.00 p.m. in AECS lab. It is mandatory for the entire committee member to attend meeting.

The Agenda of the meeting is:

1. The Language lab activities and events for current academic year
2. Assessing students' performance and feedback taken from the students and the instructors.

**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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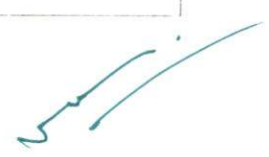
**ACADEMIC YEAR: 2014-15**  
**LANGUAGE LAB COMMITTEE**

**MINUTES OF MEETING**




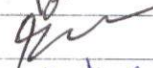


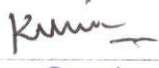


1. The Second annual meeting was held on 28<sup>th</sup> March 2015 from 2.30 to 3:50 p.m. in the AECS lab.
2. The Convener welcomed all the committee members.
3. All the activities were conducted smoothly.
3. The convener started the meeting congratulations to all organizing committee, volunteers, and management for smooth conduction of current academic year.
4. The problems faced in conduction of activities and events.
5. Reviewing the functioning of the language lab and activities.
6. Assessing students' performance and feedback taken from the students and the instructors
7. Taking measures to improve communication abilities of students.

The list of activities conducted in the current Academic Year.

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





**CMR COLLEGE OF ENGINEERING & TECHNOLOGY**

Kandlakoya (V), Medchal Road, Hyderabad -501401.

**Date: 12/04/2014**

To

IQAC Coordinator

CMRCET


Kandlakoya

Respected Sir,

**Sub: Submitting the Language Lab Committee Annual Report –Regarding.**

CMRCET has separate language laboratories for the first and third year students of all branches of B.Tech. ECE AND CSE branches have language labs in their curriculum in the even semester, while the others have in the odd semester. The language labs complement the classroom learning which is explanatory in nature. Hence the language labs provide opportunities to learners to put into practice their skills. We are using **K-Van Solutions** in both the labs. While the first year language laboratory is known as English Language Communications Skills Lab (ELCS), the lab for the third years is known as Advanced Communication Skills Lab (AECS). The first year students are introduced to English sound system and pronunciation. They are also trained in listening and speaking activities. The third year students are introduced to more advanced skills such as resume writing, interview skills, presentation skills, group discussion in view of the necessity of acquiring employability skills. The labs are equipped with language software and multimedia computers apart from projectors for classroom use.

Class work for the first year students of B.Tech students for the academic year 2014-15 started Month of September 2014. After Orientation program the class work commenced on 2<sup>nd</sup>

  
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**Hyderabad-501401.**

September. The class work continued 30<sup>th</sup> April 2015. During this period the department of English successfully conducted language labs for the first (ELCS) and the third year students (AECS). The language labs for the third years (AECS) began on December 2014 and continued till the end of the year. During these laboratory sessions the students were trained in various aspects of language such as Conversation Skills, Role Play, Vocabulary, resume preparation, presentation skills, group discussion and interview skills. Mr.Madhu Rapala, Ms.Tripura and Ms.Laxmi were the teacher-facilitators for the AECS sessions. The students actively participated in these sessions as the activities have a direct bearing on the campus recruitment process which begins in the fourth of their study. The classroom facilities such as internet enabled computers and projectors along with the audio system were effectively used to present the concepts and train the students. The group discussions were conducted in the adjoining room which is specially meant for the training purposes.

#### **Programs conducted by Language Lab**

The following subjects were dealt by the concerned lab teachers for the Language Lab in academic year 2014-15.

<b>S.No</b>	<b>Date of the Event</b>	<b>Name of the Event</b>
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
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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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Hyderabad-501401.



## Gap Analysis

The language lab committee reviewed both the programs conducted and the performance of the students for the academic year (2014-15). It appreciated the contribution of the faculty and the students to make the language lab sessions fruitful and effective. The committee went into the every detail of the language lab. It interacted with the teachers and the lab in-charges. The committee found that classes were of heterogeneous in nature. As a result some students were able to participate in various activities conducted in the lab. But many of the learners were also hesitant to speak in the lab due to various cultural and social factors. Thus there is a gap between what the course aims to achieve in terms of its objectives and the abilities of the learners to make use of the laboratory situations to improve their communication skills. The committee, upon close examination found that students who come from urban areas are able to communicate better and display no anxiety when asked to speak in the class/lab. The committee decided to form groups where students who are good at expressing themselves and whose English skills are good work with students who are from rural areas so that they overcome their inhibitions to speak and communicate in the lab.

*Sath*  
Convener

  
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