



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

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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



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



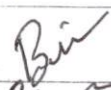
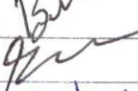


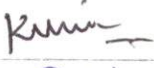


**MINUTES OF MEETING**

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

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