



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

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

CMRCET/PRIN/LLC/CIR/A.Y-2015-16/01

Date: 24/04/2015

## 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 pm. on 9<sup>th</sup> May, 2015 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: 2015-16**  
**LANGUAGE LAB COMMITTEE**

**MINUTES OF MEETING**

1. The Meeting was held on 09<sup>th</sup> May 2015 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.

**Reconstituted 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 2015-16 discussed the rules and regulations of **Regulation 15** 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:**

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



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**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. The language laboratory plays an important role in the language learning process. This article discusses the various features of the language laboratory.
2. To facilitate computer-aided multi-media instruction enabling individualized and independent language learning.
3. It helps one to learn pronunciation, accent, stress and all other aspects of the phonetics of a language.
4. Effective communicative training programmes for the general public, private and corporate sectors, junior and senior level officers can be given through the lab.
5. Short-term and long-term coaching classes for international examinations like IELTS, TOEFL and other competitive examinations can be organized.
6. Online courses and paperless examinations can be conducted through the language laboratory.

**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:

**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.

**Complimentary:** Language labs allow students to reinforce material learned in class by putting them into practice through interactive activities.

**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**



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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.

#### **Roles and Responsibilities of the Language Lab Committee**

1. To attend meeting 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 and Prepare agendas
5. Keep informed of curriculum standards, curriculum handbook inter segmental and accreditation
6. Assure that committee functions take place smoothly: technical review, pre-requisite review, general education review and programmer review reports to the committee

  
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7. Report regularly to the academic senate
8. Review catalog drafts for concurrence with approved changes
9. The Lab. Assistants are required to assist the Lab in-Charge for smooth functioning of the laboratories.
10. Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute.
11. 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.

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


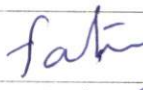





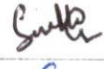

The following events are to be held in the coming academic year.

S.No	Date of the Event	Name of the Event
1	07/08/2015 to 14/08/2015	Ice Breaking Activity
2	13/09/2015 to 19/09/2015	Just A minute
3	17/10/ 2015	Literary Quiz
4	19/10/2015 to 24/10/2015	Role Play
5	02/11/2015 to 07/11/2015	Giving Directions
6	19/11/2015	Essay Writing
7	21/12/2015 to 26/12/2015	Group Discussion
8	18/01/2016 to 23/01/2016	Interview Skills
9	30/01/2016	Developing Presentation skills
10	08/02/2016 to 13/02/2016	Resume Writing
11	29/02/2016 to 05/03/2016	Technical Report Writing(PPT)

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

  
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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	Associate 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.Vijaya kumar ·k	Professor	Member	

  
Convener

  
Principal