



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

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

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

Date: 17/04/2015

OFFICE ORDER

The Language Lab Committee has been reconstituted for the academic year 2015-2016 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. Srinivas	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	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



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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 9th 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
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ACADEMIC YEAR: 2015-16 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 09th 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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Hyderabad-501401.

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.


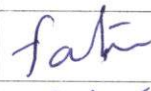
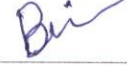






Frequency of Meetings: Twice in a year and as and when required for special reasons.

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

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



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

Date: 16.05.2015

To

IQAC Coordinator
CMRCET

Sub: Permission to organize different events under language Lab Committee in the
A.Y:2015-16 – 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: 2015-16.

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

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
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4	19/10/2015 to 24/10/2015	Role Play
5	02/11/2015	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)

Thanking you sir,

Yours sincerely,

Convener

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Strategic Perspective Plan for the Academic Year 2015-2016

S.No	Date of the Event	Dept./ Committee	Name of the Event	Details
1	07/08/2015 to 14/08/2015	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	13/09/2015 to 19/09/2015	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	17/10/ 2015	Language Lab Committee	Literary Quiz	Knowledge application - students may need additional help in to answer a question about it.
4	19/10/2015 to 24/10/2015	Language Lab Committee	Role Play	To develop self esteem and confidence. Helps to develop real communication skills in leadership, interviewing and social interaction.
5	02/11/2015 to 07/11/2015	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	19/11/2015	Language Lab Committee	Essay Writing	Writing encourages and enhances critical thinking, creative thinking and helps in organizing thoughts and improve communication skills
7	21/12/2015 to 26/12/2015	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.
8	18/01/2016 to 23/01/2016	Language Lab Committee	Interview Skills	Interview skills are an essential tool for all students in today's world of employment as there is increasing competition for job vacancies


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9	30/01/2016	Language Lab Committee	Developing Presentation skills	They focus on their gestures, vocabulary, emphasis, voice modulation and posture to increase the effectiveness of the speech to describe the topics.
10	08/02/2016 to 13/02/2016	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
11	29/02/2016 to 05/03/2016	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.

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

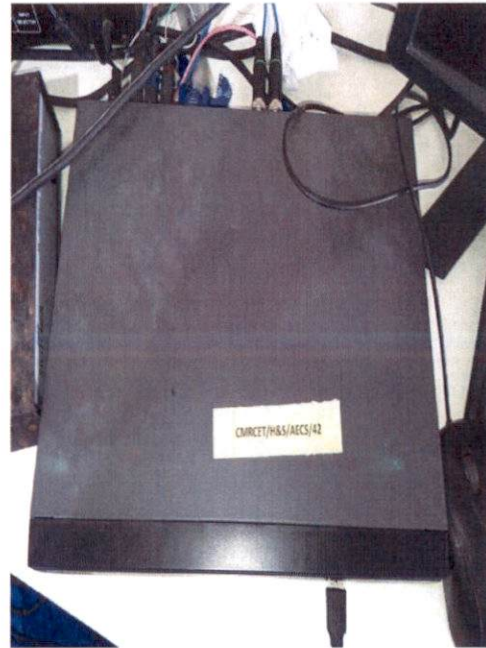


Principal

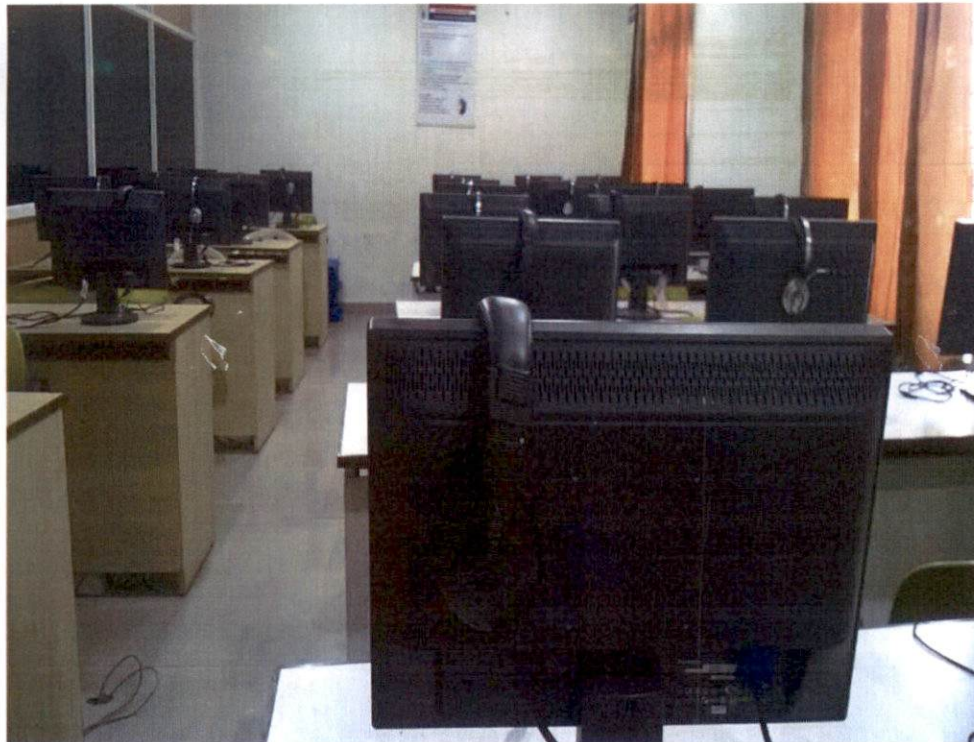
Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.

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.

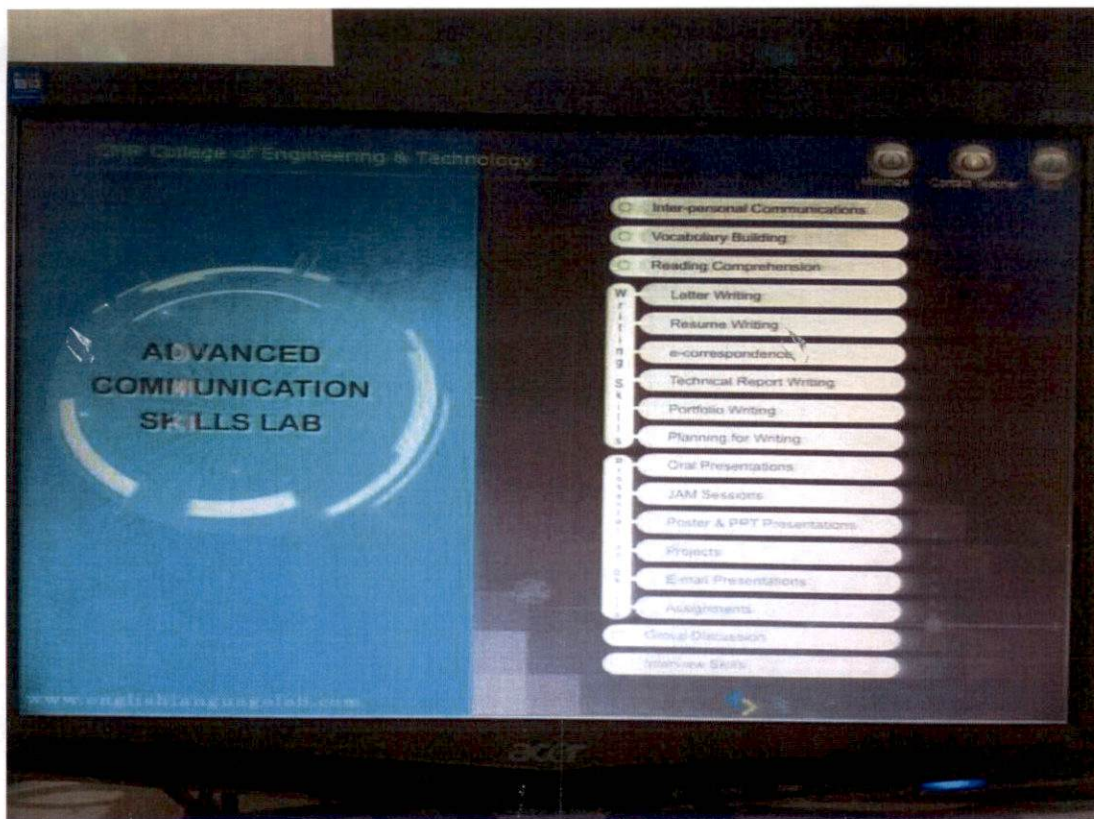
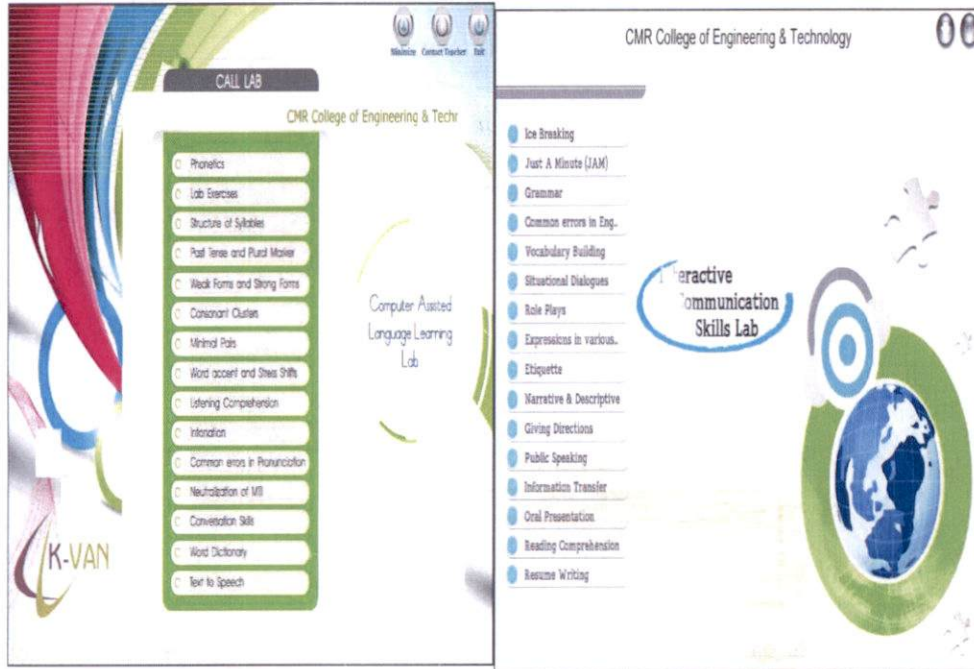


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Kandlakoya (V), Medchal Road,
Hyderabad-501401.

Learning Software



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

15-16



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
Grand Total:			71,000.00

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
Total			20,000.00

Amount in Words: - Twenty Thousand Rupees only


Manager
K-VAN Solutions




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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.kvan.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

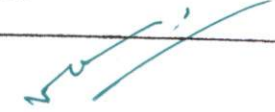
S.No.	Product	Qty	Price
1	Computer Assisted Language Learning (CALL) Lab	Teacher Console-2 Student Console-72	55,000.00
Grand Total			55,000.00

Amount in Words: - Fifty Five Thousand Rupees only


Manager
K-VAN Solutions




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Hyderabad-501401.



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

PURCHASE ORDER

Ref. No. CMRCET/PO/2015-16

Date: 04.03.2016

To
Soft X Technologies (P) Ltd.
#36, II Floor, Sony Complex,
Prashanthi Nagar, I.E., Kukatpally,
Industrial Estate, Hyderabad - 72

Sir,

SUB: Supplying of Update - Advanced Communication Skills Lab Software - Purchase
Order placed - Reg.

REF: Negotiations carried on dt. 20-02-2016.

Please supply the following Update - Advanced Communication Skills Lab Software
according to your Quotation to the above address immediately on or before dt. 07-03-2016.

Sl.No	Item description	No. of Student Consoles	Total Rs.
1	Update - Advanced Communication Skills Lab Software	70	18,000.00

Terms and Conditions:

1. Delivery : On or before Dt. 07.03.2016 at our campus.
2. Warranty : One Year from the date of Installation.
3. Payment : Against delivery
4. Taxes : Including Tax



SECRETARY & CORRESPONDENT

Secretary & Correspondent
CMR College of Engg. & Technology
Kandlakoya (V), Medchal,
Hyderabad-501401.



KT TECHNOLOGIES

INVOICE

Bill To: 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 IY 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 IMth Acdmc AP Sryes	01	51,528-00	51,528-00
SQLCAL ALNG LicSAPk OLV E IY Acdmc Ent DvcCAL	60	362-00	21,720-00
SQLSvrStd ALNG LicSAPk OLV E IY Acdmc AP	01	4,568-00	4,568-00
Sub-Total			2,66,878-00
Service Tax @12.36%			32,986-12
Vat @ 5%			14,993-20
Grand Total @ Rs			3,14,857-32

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

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

Terms and Conditions <ul style="list-style-type: none"> Goods once sold will not be taken back. Interest rate 2% per month will be charged for overdue bills. 	S.T.NO: <u>ABBPH0426KSD001</u>	For KT TECHNOLOGIES Authorized Signatory
	TIN NO : <u>36276720604</u>	
	PAN NO : <u>ABBPH0426K</u>	

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

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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 64627255

Lenovo (India) Private Limited

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

E-CUM DELIVERY CHALLAN
of Central Excise (no 2) - Rules 2001)

CST No : 34370004091/DL 15-04-2005
LST No : 34370004091
PAN No : AABC13372H
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: 672HXM001
Range: No. 1 Vellalar Nagar Manjakuppam Cuddalore 607 001
Central Excise Division: No. 1 Vellalar Nagar Manjakuppam Cuddalore 607 001

From: 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: 19.06.2012
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 Institution akoya (V), Medchal Road, Hyderabad 501401
Contact Person: Gopal Reddy
Phone #: 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)
37	NO GS-H61/G630/2GB/500GB/NO ODD	240	14,832.69	3,559,846.55	12.360	439,993.45	5.00	199,992.00	4,199,832.00
FL	Lenovo LS1922	240	0.00	0.00	12.360	0.00	0.00	0.00	0.00
Sub Total:				3,559,846.55		439,993.45		199,992.00	

Desktop Value is
Inclusive of Monitor

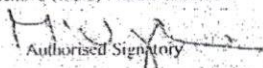
Excise Duty Payable: RUPEES FOUR LAKHS, THIRTY-NINE THOUSAND, NINE HUNDRED NINETY-THREE AND FORTY-FIVE ONLY
(Notification no.2/2008 CE dated 1/3/2008 SI no.62)
75% payment need to be collect from the customer on DOD basic 4310372037

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

Payment Terms: 25% advance 75% upon delivery
Amount Due in Words: RUPEES THIRTY-ONE LAKHS, FORTY-NINE THOUSAND, EIGHT HUNDRED SEVENTY-FOUR ONLY

Carrier/Transport: AFL - Road
Invoice No: 39386535
No. of Cases: 1
Weight: 1000
Receiver'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

Authorised Signatory

Lenovo (India) Private Limited
Corporate Office: LENOVO INDIA PVT LTD., FERNS ICON, LEVEL -2, DODDENAKUNDI VILLAGE, MARATHALLI OUTER RING ROAD, MARATHALLI POST, KR PURAM HOBLI, BANGALORE - 560037.
Page: 1 / 1

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

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

Terms & Conditions: Late payment fee of 2% per month will be charged from due date for payment. In the outstanding invoice value, 2-100% payment should be made prior to installation as mentioned in 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

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

SN	Item No.	Item Description	Qty	UOM	Rate(INR)	Tax Rate	Amount(INR)
1	35972J4	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

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

Form Applicable - Yes FORM CODE-C 0% Input Tax Credit is available on this invoice copy	Total Taxable Amount 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 H & S EDU 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 TOTAL 28,87,500.00
---	---

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

CST No: 01301050916 VAT/TIN/LST No: 01301050916 Serv Tax No: AAACI9670HST001

- 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
Sir,

*Approved 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 RGE ports Quantity 1 DVI-1 Ports Quantity 0 USE 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.

Ch. Gopal Reddy
Ch. Gopal Reddy
Secretary & Correspondent

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

CASH & CARRY INDIA PVT. LTD.



Cash & Carry India Pvt. Ltd.

1339042 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

license No. 99/06 Dt:09.10.2006

METRO Distribution Center Sales

Bangalore Jurisdiction Only

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
KANDLAKOTA, MEDCHAL ROAD

MEDCHAL - 501401

Customer: 12 173085 1

VAT-ID: 30/2006

Date of creation: 10/8/2012 12:22

Date of print: 10/8/2012 12:25

Date of delivery: 10/8/2012 12:25

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

012/159 5717

TAX INVOICE 040V1031000

Article Name	Unit Price (INR)	Cont Pack.	Pack. Price (INR)	Qty	Net Amt. (INR)	Discount (INR)	Net of Disc Amt. (INR)	Tax %	Tax Amt. (INR)	Total Amount incl. Taxes
ONIDA 39" FULL HD LCD LC024,890.83		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

3 no offe

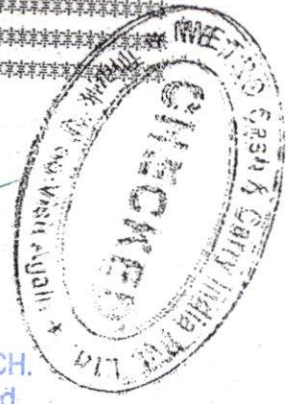
***** END OF TRANSACTION *****

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

10/8/12

[Signature]

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



INVOICE

Aveco Technologies Private Limited Aslali Storage House Bajrang Lane, Near Aslali by Pass Aslali AHMEDABAD- 382 427	Invoice No. GUJ-54	Dated 25-Feb-2016 26-Feb-2016
	Delivery Note	Mode/Terms of Payment Immediate Payment
	Supplier's Ref.	Other Reference(s) PACKED IN 08 NOS.
Buyer CMR College of Engineering & Technology, Kandlakoya (V), Medchal Road, HYDERABAD - 501 401 PH.NO: 08418-200037/92470 22662	Buyer's Order No. CMRCET/PO/2015-16	Dated 15-Feb-2016
	Despatch Document No.	Dated
	Despatched through	Destination Hyderabad
	Terms of Delivery	

SI No.	Description of Goods	Quantity	Rate	per	Amount
1	Hitachi CP-X3041WNEF	8 Nos.	31,428.57	Nos.	251,428.56
	CST @ 5% Round Off			5 %	12,571.43 0.01
Total		8 Nos.			₹ 264,000.00

Amount Chargeable (in words) E. & O.E
INR Two Hundred Sixty Four Thousand Only

Company's VAT TIN : 24075501397
 Company's CST No. : 24575501397

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Aveco Technologies Private Limited

Authorized Signatory

This is a Computer Generated Invoice

CMR GROUP OF INSTITUTIONS
 KANDLAKOYA, MEDCHAL.
 Date: 17/02/16 Time:
 R.No: 353

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
---	--

DC NO. and Date G16/12-13 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.	1 3" 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
				<u>17600-00</u>

Seventeen Thousand six hundred only

Accepted By	Date	Authorized by	Date
			16.08.2012

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 Burnt/Power supply and Adapter.

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
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
					12214.53
Add : VAT A/C- 5.00%					610.73
Less: ROUND OFF-					0.26
Less: ROUND OFF-					

Handwritten notes:
 + Auto Rs 12,825/-
 600/-
 13,425/-
 Amount paid from
 17th Dec 2014

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

Signature of Customer

Rupees Twelve thousand eight hundred twenty five only

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.

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

For **COMPUTER BAZAR**

Authorised Signatory

E.& O.E.

IMPORTER
&
EXPORTER

Off : 23313373
Mob : 9347837458
9246397828

WOODEN

Mfg. & Stockist of : All Types of Furniture Cane Furniture & Sofa Lining.
All Types of Pillows & Cushion Cover
6-2-30, Adj. Hotel Skyline, Lakdi-ka-Pul, Hyderabad

456/01

Date : 07/01/2016

INVOICE

S.NO	ITEM	QTY	UNITPRICE	TOTALPRICE
1	TABLES	6	8487.00	50,922.00

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

BUYER
CMR COLLEGE OF ENGG.
TECHNOLOGY,
KANDLAKOYA, MEDCHAL
HYDERABAD.

FOR WOODEN



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:

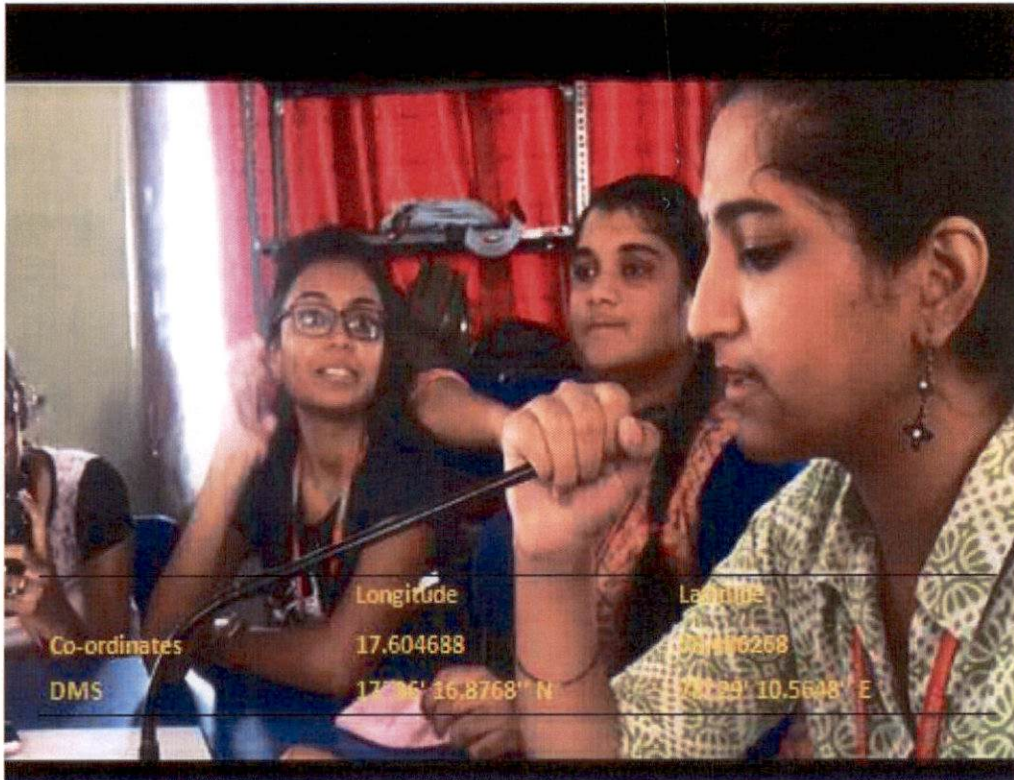
With a simple spin of the wheel, fate decides which of four activities the group will play. "Colour Wheel of Fate" creates smiles, generates enthusiasm, and offers variety for group interaction.

www.englishlanguag

K-VAN Solutions

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

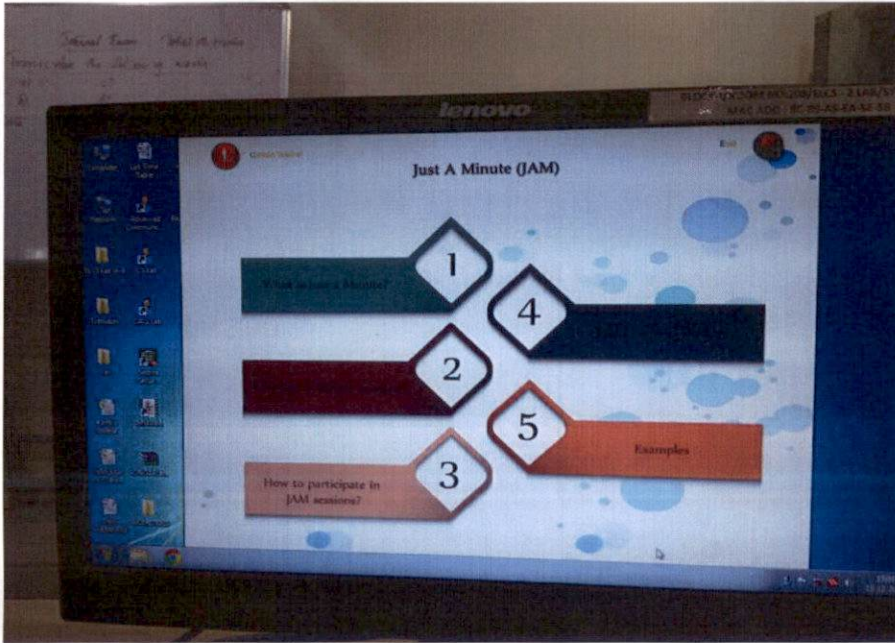
15-16



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

JUST A MINUTE

'Just a Minute' or JAM is an impromptu speech test conducted with the time limit of one minute. As a student and as a budding technocrat you will be asked to speak on the spur of the moment more number of times, than you are asked to make prepared presentations. This activity helped the students to improve their personality, self introduction, communication skills. It also made the students to introduce themselves in an impressive and effective way.



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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade
Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 19/09/2015

To

The principal
CMRCET
Kandlakoya

Respected Sir,

Forwarded Through IQAC Coordinator

Sub: Request for permission to conduct an event on **Literary Quiz** –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: **17th October 2015.**

Name of the event: **Literary 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 event.

Thanking you,

Yours sincerely,

fah

Convener

*Recommended
Arcom*

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

*Permitted
19/09/15*



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

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

CMRCET/PRIN/LLC/CIR/A.Y-2015-16/02

Date: 30/09/2015

CIRCULAR

This is to inform all the students that our college is organizing **Literary Quiz** competition on **17th October 2015**. Interested students may give their names to their respective departments on or before **16th October 2015**.

Venue: Department of Humanities & Sciences Room No. block-I, 211&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) IQAC

(2) Deans

(3) All HODS

(4) Admn.Officer

(5) Exam Branch

(6) Accounts officer

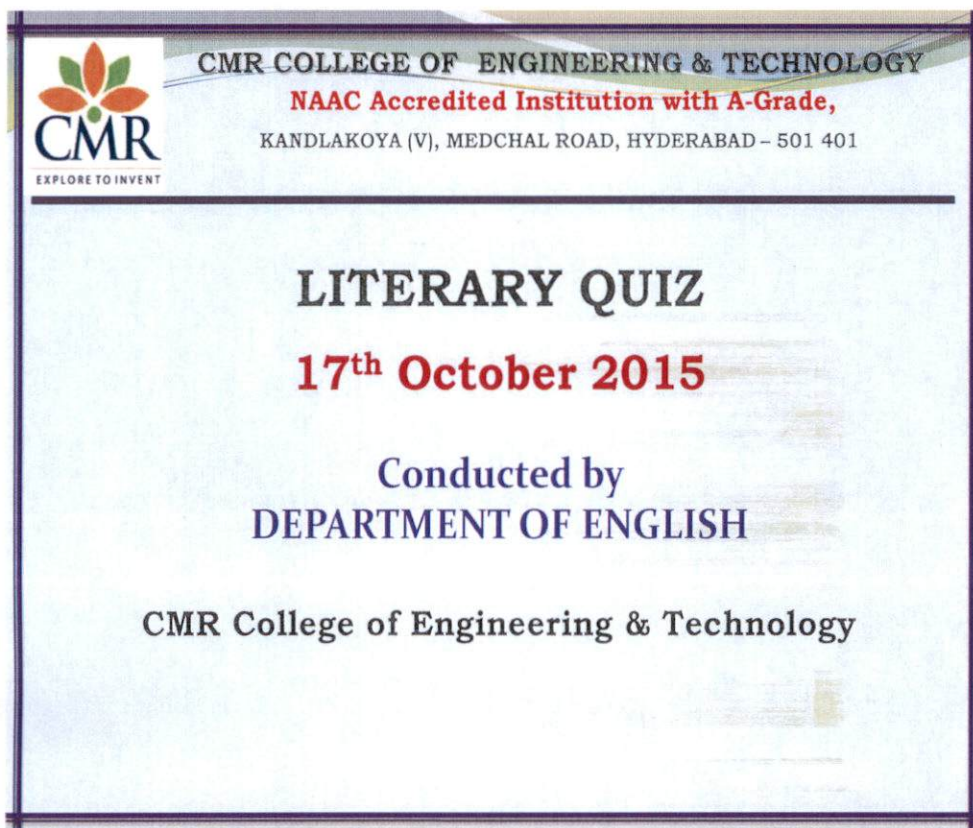
(7) Librarian

(8) Training & Placement

(9) Faculty concerned

3. Report on:

Literary Quiz on 17th October 2015 for I & II B.Tech Students.



Outcome of event:


Aim: demonstrate a set of basic skills in literary communication and explication of literary practices and process with clarity, display knowledge to cultivate a better understanding of values.

The Department of English conducted a literary quiz on 17th October, 2015, for the first and the second year students of Engineering at CMRCET. The students were divided into teams and were explained about the rules of the quiz. The students earlier were told about the topics in which the quiz might test them. As a result the students came prepared to the event. The faculty quizzed the students about famous books and their authors, famous quotations from books, pennames of well known writers. The students' response was heartening to the organizers. Once again the organizers were helped by the volunteers from the senior classes.

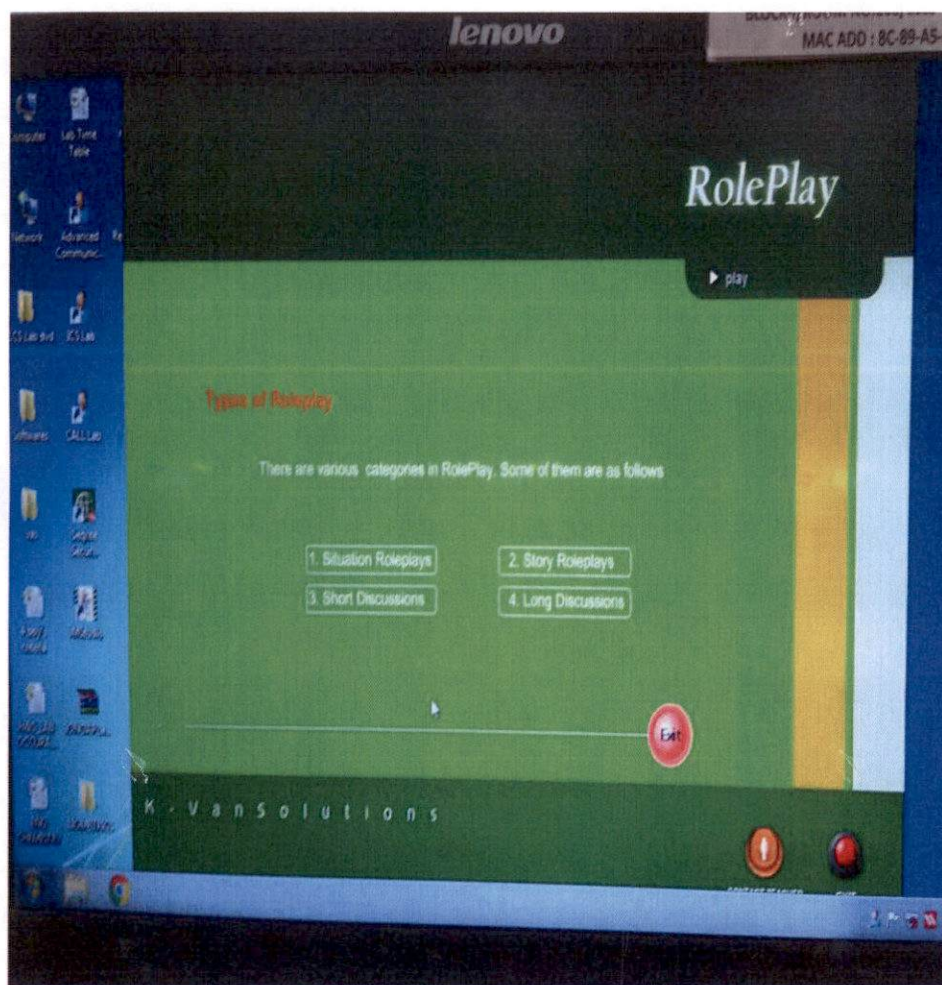
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.



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


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

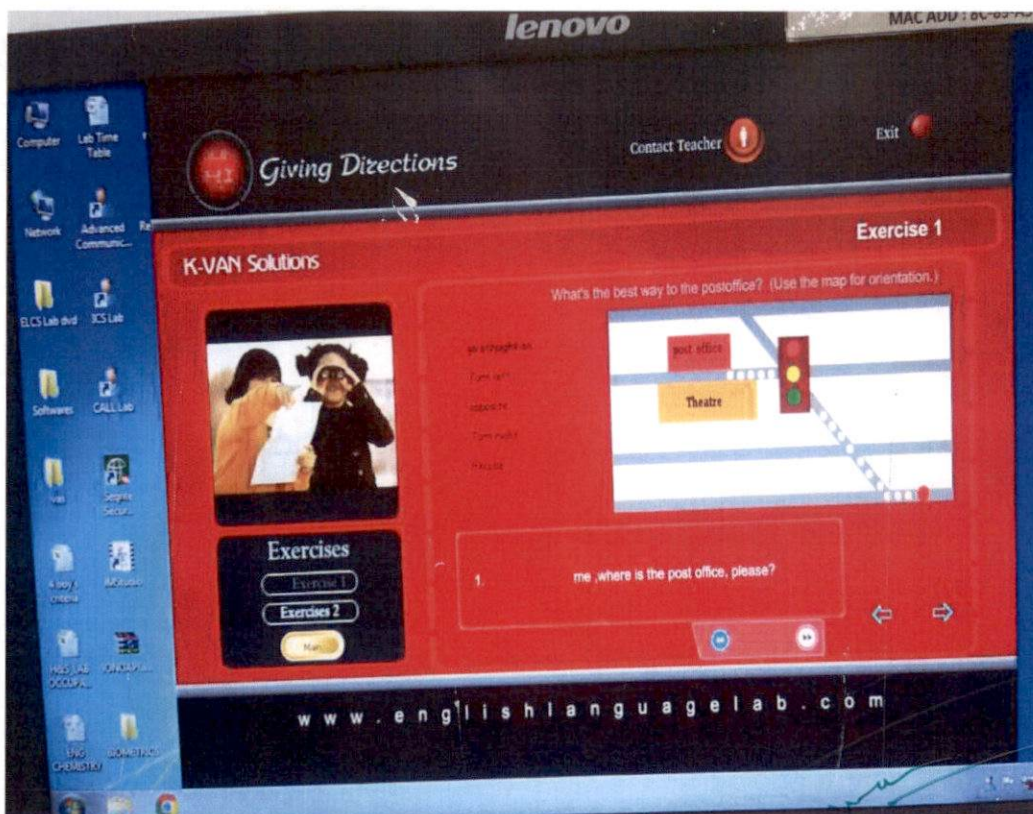
4. Role Play: Role Play is any speaking activity where one either puts oneself into somebody else's shoes or one may put oneself in an imaginary situation. Thus the learners can themselves to be the president or the prime minister of a country. They then can enact the role using appropriate language. 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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Kandlakoya (V), 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.





17.60479264N 78.48626957E



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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

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

Date: 05/11/2015

To
The principal
CMRCET
Kandlakoya

Respected Sir,

Forwarded Through IQAC Coordinator

Sub: Request for permission to conduct an event on **Essay Writing** –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: 20th November 2015.

Name of the event: **Essay Writing on Digital India.**

Importance: To improve writing skills of the students.

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

Thanking you.

Yours sincerely,

fah
Convener

Recommended

Arcom

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

mp



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/LLC/CIR/A.Y-2015-16/03

Date: 10/11/2015

CIRCULAR

This is to inform all the students that our college is organizing an **essay writing** on **20th November 2014** on the topic "**Digital India.**" Interested students may give their names to their respective departments on or before **19th November 2015.**

Venue: Department of Humanities & Sciences Room No. block-I, 207 & 212

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

Principal

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

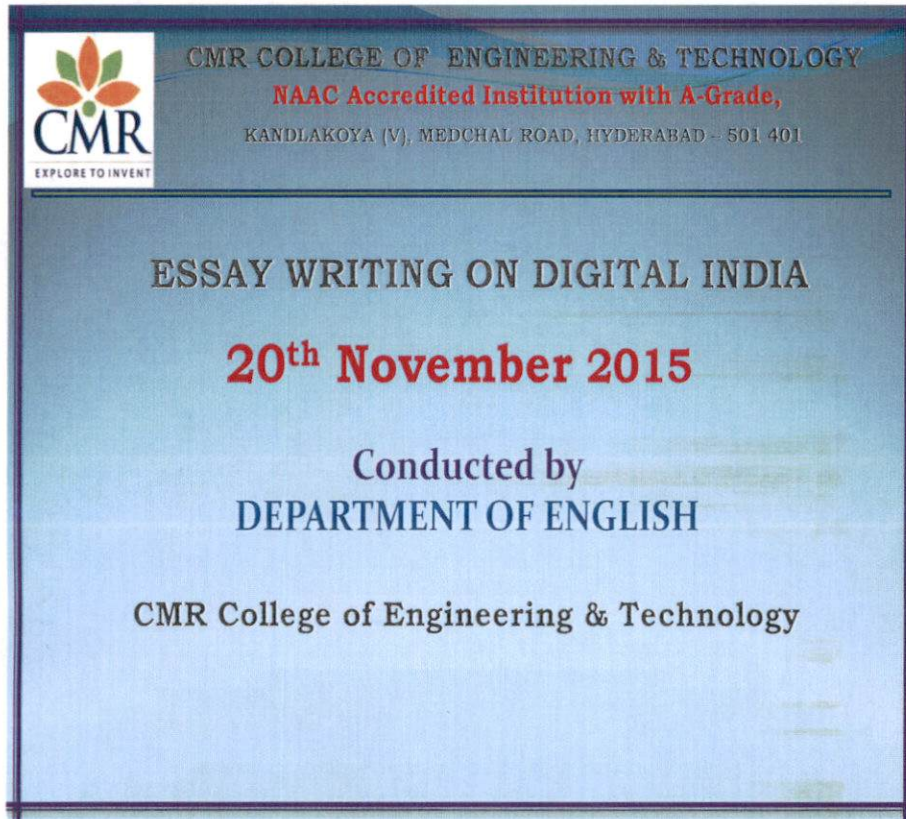
Copy to: (1) IQAC

- (2) Deans
- (3) All HODS
- (4) Admn.Officer
- (5) Exam Branch
- (6) Accounts officer
- (7) Librarian
- (8) Training & Placement
- (9) Faculty concerned

6. Report on:

Essay writing on Digital India for I, II & III B.Tech Students.

20.11.2015



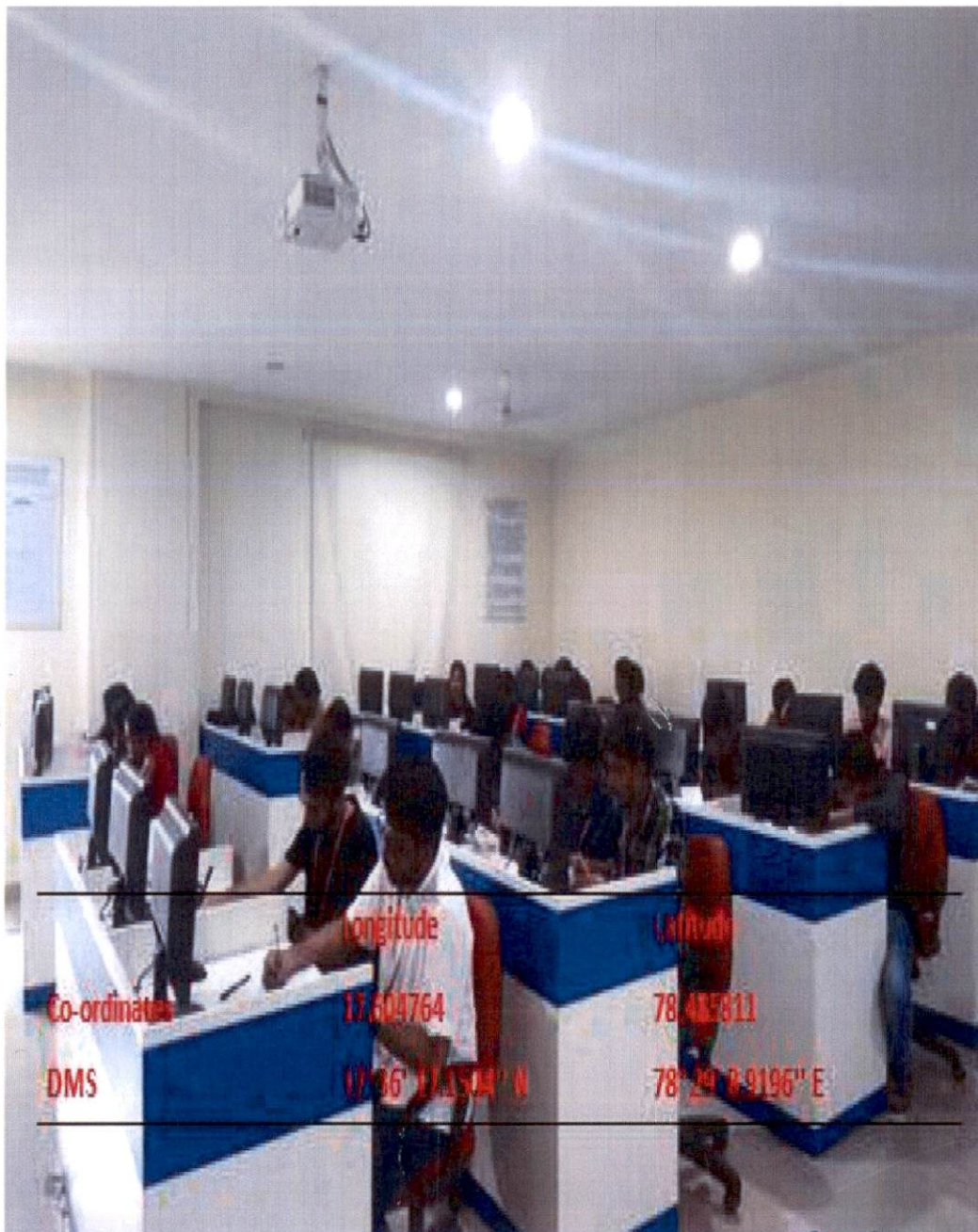
The Department of English, CMRCET, conducted an Essay Writing competition for the first year, the third year and the second year students of engineering on November 20, 2015. The topic for the event was "Digital India." Around 100 students participated in the event. All the students were given hour duration to write their essays. They venue for the event was the English lab in the block one of the college. The faculty and the student volunteers from the college helped the event becoming successful.

Outcome of 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.


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

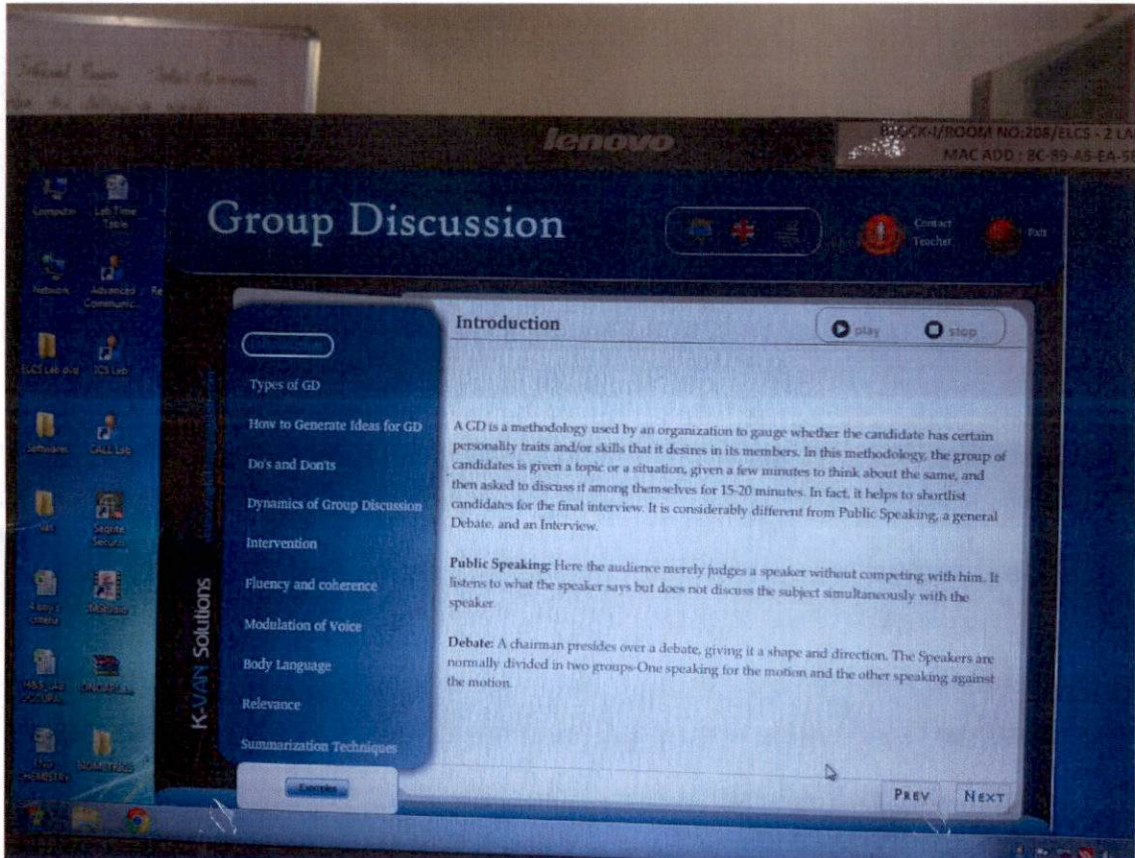
Writing encourages and enhances critical thinking, creative thinking and helps in organizing thoughts and improve communication skills. **Writing** also improves develop professional arguments about a topic and articulate opinions.



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

7. 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. All the ideas may be as unique and better in comparison to individual decision making. With the help of the number of ideas, you can create a large number of alternatives and at the end finally can come to a successful conclusion.

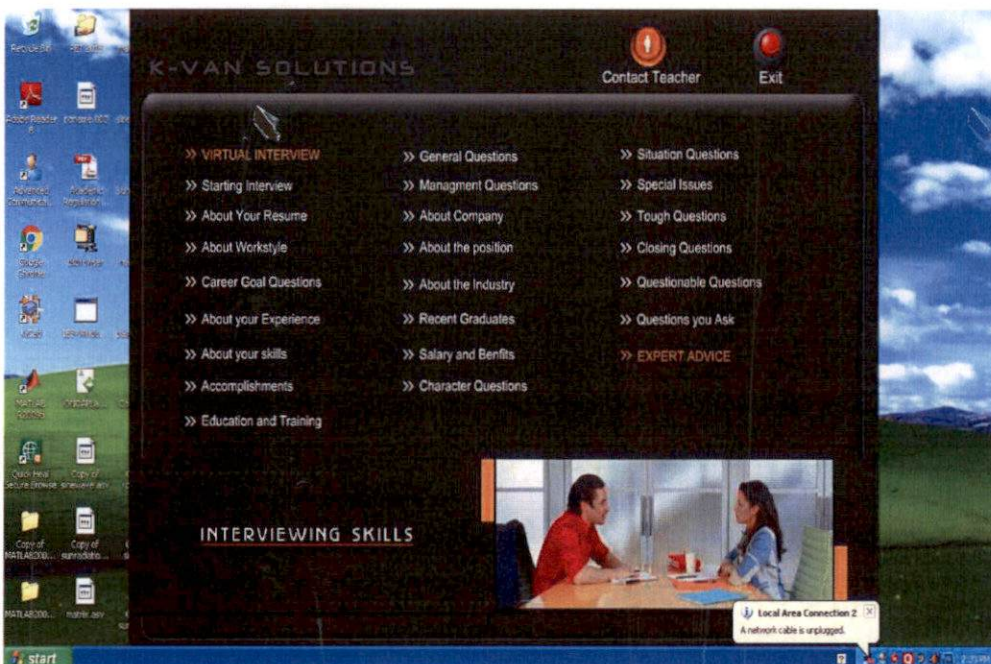


PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.



CMR COLLEGE OF ENGG. & TECH.
Kandlakota (N) Medchal Road,
Hyderabad-501401.

8. 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.



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




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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

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

Date: 04/01/2016

To
The principal
CMRCET
Kandlakoya

Respected Sir,

Forwarded Through IQAC Coordinator

Sub: Request for permission to conduct an event on **Developing Presentation Skills**-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: 30th January 2016.

Name of the event: **Developing Presentation Skills**

Importance: To improve communication skills of the students.

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

Thanking you,

Yours sincerely,

Convener

*Recommended
Convener*

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

*Permitted
[Signature]*



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

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

CMRCET/PRIN/LLC/CIR/A.Y-2015-16/04

Date: 19/01/2016

CIRCULAR

This is to inform all the students that our college is organizing “**Developing Presentation Skills**” competition on **30th January 2016**. Interested students may give their names to their respective departments on or before **28th January 2016**.

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

Timings: 1:00 P.M to 4:00 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

9. Report on:

Developing Presentation Skills on 30/01/2016 for I, II, & III B.Tech Students.



Aim: Determine and develop personal presentation style. Delivering an effective presentation can be the differentiator that provides the competitive edge for you. High impact presentations are well remembered. This program attempts to demystify the stress and nerves surrounding a presentation. The intent is to provide a structured methodology for participants to prepare and deliver an effective, high impact presentation that meets the objectives and brings results.

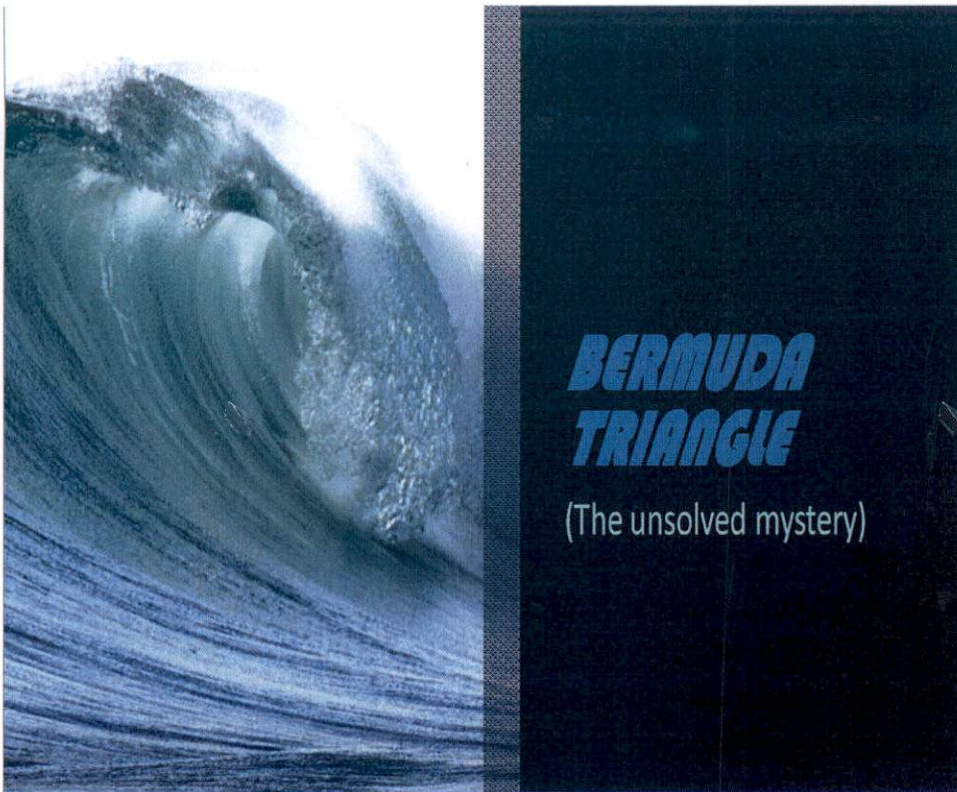
Outcome of the Event

The Department of English, CMRCET, conducted Power Point Presentation competition for the first, the second and the third year students of engineering on 30th January, 2016. Around 95 students participated in the event. The venue for the event was the English lab in the block one of the college. The faculty and the student volunteers from the college helped the event becoming successful.


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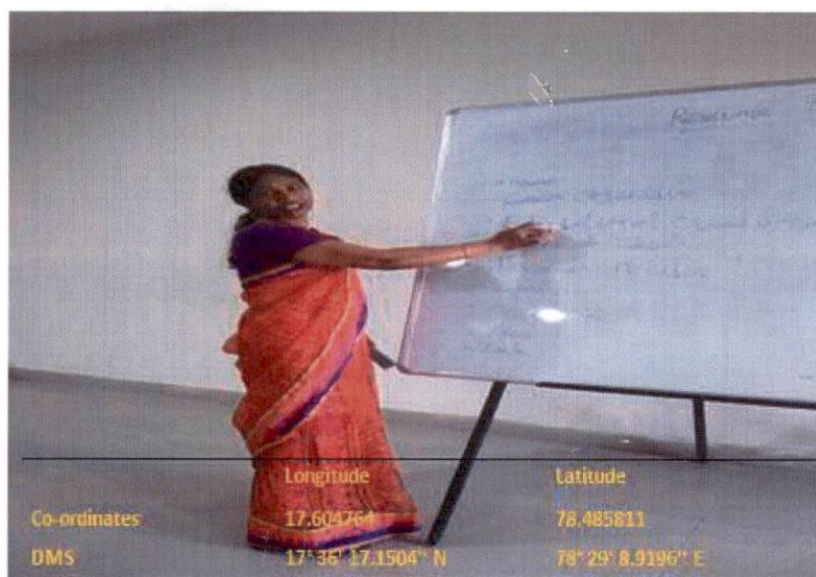
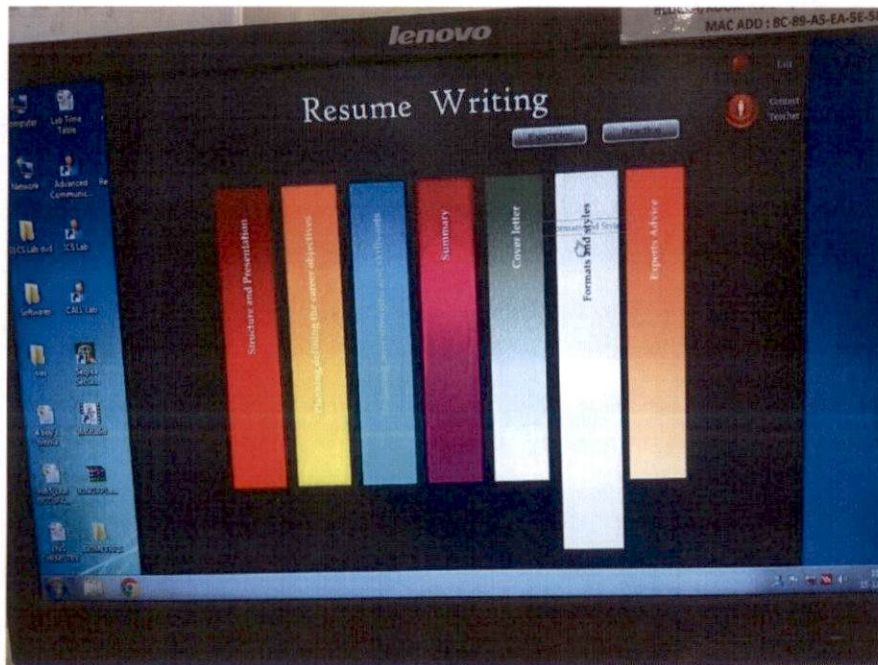


BERMUDA TRIANGLE

(The unsolved mystery)

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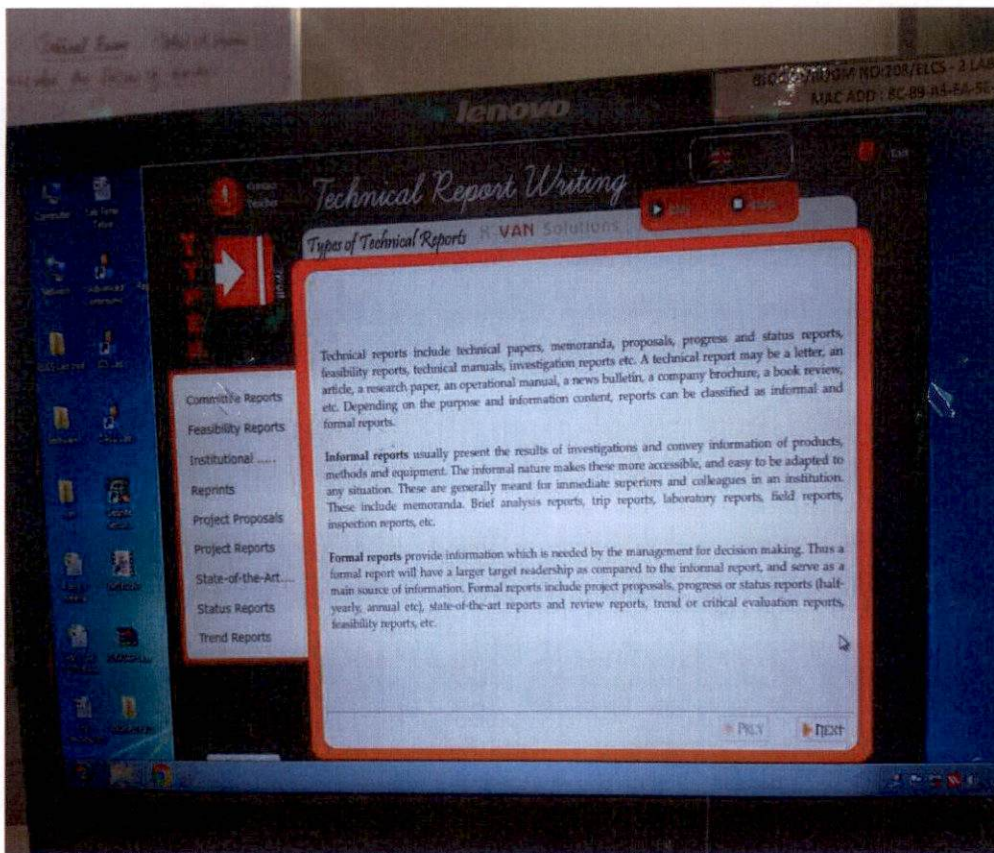
9. Resume writing: Preparing one's resume is one of the most important of any student's transition from college to career. While understanding the structure of resume is important, what goes into making a good resume is even more important. In the lab the students are taught how to structure their resume 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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11. 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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	Longitude	Latitude
Co-ordinates	17.604903	78.486264
DMS	17° 36' 17.6508" N	78° 29' 10.5504" E

Social Issues in

Haryana: Bodies of couple found hanging from tree

From different castes, they had married against their families' wishes

LET US SEE THE WORLD

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CMRCET/PRIN/LLC/CIR/A.Y-2015-16/06

Date: 25/03/2016

CIRCULAR

All the language lab committee members are hereby informed that, the Annual review of language lab committee meeting is scheduled on 30th March 2016. 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. Review meeting on the events conducted in current Academic Year.
2. The Language lab activities for current academic year
3. 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
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ACADEMIC YEAR: 2015-16 LANGUAGE LAB COMMITTEE MINUTES OF MEETING

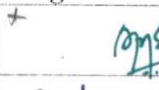





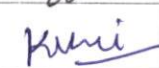


1. The Second annual meeting was held on 30th March 2016 from 3:00 P.M. to 4:00 P.M. in the AECS lab.
2. The Convener welcomed all the committee members.
3. All the events were conducted smoothly with the help of all committee members.
3. The convener started the meeting congratulations to all organizing committee, volunteers, and management for smooth conduction of current academic year.
4. The problems faced in conduction of events.
 - (a) Technical problems.
 - (b) The class work problem.
5. The committee members suggested the modifications.
6. All the members accepted the suggestions.
7. Reviewing the functioning of the language lab and activities.
8. Assessing students' performance and feedback taken from the students and the instructors
9. Taking measures to improve communication abilities of students.

The list of activities and events conducted in the current 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)


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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



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

Date: 03/04/2016

To

IQAC Coordinator

CMRCET

Kandlakoya

Respected Sir,

Sub: Submitting the Language Lab 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** software 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 2015-16 started Month of August 2015. After Orientation program the class work commenced on 2nd September. The class work continued 30th April 2016. 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 2015 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. Ms.G.Tripura

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Devi,G.Laxmi, Afreen and Mr.Madhu Rapala 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/Events conducted by Language Lab

The following subjects were dealt by the concerned lab teachers for the Language Lab in academic year 2015-16.

S.No	Date of the Event	Name of the Event
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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)

Gap Analysis

The language lab committee reviewed both the programs conducted and the performance of the students for the academic year (2015-16). 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

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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.

Sah
Convener



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