



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

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

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

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

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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)


PRINCIPAL
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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