



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An autonomous institution with NAAC Accreditation (A Grade)

Approved by AICTE Permanently affiliated to JUNTUH *NBA Accreditation

Kandlakoya (V), Medchal Road, Hyderabad -501 401.

CMRCET/PRIN/LLC/CIR/A.Y-2016-17/01

Date: 26/04/2016

CIRCULAR

This is to inform all the committee members of the language Lab committee that, there will be a meeting of the committee at 3:00 pm. on the 07th May, 2016 in AECS Lab.

Agenda

1. Review of the previous year's language lab activities and events.
2. Planning activities for the forthcoming year.

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: 2016-17 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 07th May 2016 from 2.30 to 3:30 p.m. in the AECS lab.
2. The Convener welcomed all the committee members.

Agenda

1. Review of the previous year's language lab activities.
2. Planning activities for the forthcoming year.

Attendees

3. The meeting was presided over by the Chairman Dr.M.Ramalinga Reddy and attended by the Convener, and the members.
4. The meeting commenced with the Chairman welcoming and congratulating the committee members on the laudable works done during the previous year.
5. The members apprised the Chairman of the previous year's activities which were as follows.

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

S.No	Date of the Event	Name of the Event
1	22/08/2016 to 27/08/2016	Ice Breaking Activity
2	19/09/2016 to 24/09/2016	Just A minute
3	22/10/ 2016	Essay Writing
4	24/10/2016 to 29/10/2016	Role Play
5	19/11/2016 to 24/11/2016	Giving Directions
6	26/11/2016	Elocution
7	19/12/2016 to 24/12/2016	Group Discussion
8	19/01/2017 to 25/01/2017	Interview Skills
9	27/01/2017	Literary Quiz
10	06/02/2017 to 11/02/2017	Resume Writing
11	20/02/2017 to 25/02/2017	Technical Report Writing(PPT)





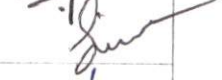
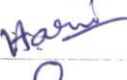

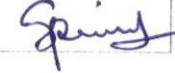
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

The meeting came to a close after all the attendees decided to work for the welfare of the students.

The Faculty who attended the first meeting of the **Language lab Committee** on 07th of May 2016 for the Annual Year 2016 - 2017

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

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.R.Shireesha	Associate Professor	Member	
6	Mr.A.Harish	Assistant Professor	Member	
7	Ms.T.Swapna Rani	Assistant Professor	Member	
8	Ms. P.Sruthi	Associate Professor	Member	



Convener



Principal