



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/AY-2016-17/06

Date: 23/03/2017

CIRCULAR

All the language lab committee members are hereby informed that, the Annual review of language lab committee meeting is scheduled on 28th March 2017. 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
4. Considering lab in-charge's request for repairs to computers and other peripherals.

23/3/17

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


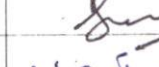

1. The Second annual meeting was held on 28th March 2017 from 3:00 P.M. to 4:00 P.M. in the AECS lab.
2. The Convener welcomed all the committee members.
3. All the events were conducted smoothly with the help of all committee members.
3. The convener started the meeting congratulations to all organizing committee, volunteers, and management for smooth conduction of current academic year.
4. The problems faced in conduction of 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 events conducted in the current 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 List of language lab Committee members who attended the meeting.

S.N o	Name of the member	Designation	Position	Signature
1.	Major Dr. V. A. Narayana	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