



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

NAAC Accredited institute with 'A' Grade

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

CMRCET/PRIN/LLC/CIR/A.Y-2017-18/01

Date: 29/04/2017

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 4th May, 2017 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
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- (8) Training & Placement
- (9) Faculty concerned



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**ACADEMIC YEAR: 2017-18
LANGUAGE LAB COMMITTEE
MINUTES OF MEETING**

1. The Meeting was held on 04th May 2017 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

- The meeting was presided over by the Chairman Major Dr.V.A.Narayana and attended by the Convener, and the members.
- The meeting commenced with the Chairman welcoming and congratulating the committee members on the laudable works done during the previous year.
- 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	07/08/2017 to 12/08/2017	Ice Breaking Activity
2	21/08/2017 to 26/08/2017	Just A minute
3	07/10/ 2017	Essay Writing
4	23/10/2017 to 28/10/2017	Role Play
5	13/11/2017 to 18/11/2017	Giving Directions
6	09/12/ 2017	Literary Quiz
7	18/12/2017 to 23/12/2017	Group Discussion
8	02/01/2018 to 06/01/2018	Interview Skills
9	29/01/2018 to 06/02/2018	Resume Writing
10	28/01/2018	Developing Presentation skills
11	19/02/2018 to 24/02/2018	Technical Report Writing(PPT)


PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
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Hyderabad-501401.

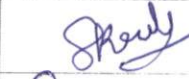
The meeting came to a close after all the attendees decided to work for the welfare of the students.

The Faculty who attended the first meeting of the **Language lab Committee** on 04th of May 2017 for the Annual Year 2017 – 2018.

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

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.	Major Dr. V.A.Narayana	Principal	Chairman	
2.	Ms.S.Fatima Mary	Associate Professor	Convener	
3	Ms.Dr.Vijaya Lakshmi	Associate Professor	Member	
4	Dr. J. Srinivasa Rao	Professor	Member	
5	Ms.R.Shirisha	Associate Professor	Member	
6	Mr.SanthoshVKulkarni	Associate Professor	Member	
7	Ms.T.Swapna Rani	Assistant Professor	Member	
8	Ms. P.Sruthi	Associate Professor	Member	



Convener



Principal