



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

NAAC Accredited institute with 'A' Grade

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

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

Date: 21/04/2017

OFFICE ORDER

The Language lab Committee has been reconstituted for the academic year 2017-2018 with the following members.

S.No	Name of the member	Designation	Position
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. Santhosh V Kulkarni	Associate Professor	Member
7.	Ms. T. Swapna Rani	Assistant Professor	Member
8.	Ms. P. Sruthi	Associate Professor	Member

✓ 21/4/17

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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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
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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)


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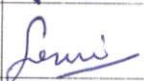



The meeting came to a close after all the attendees decided to work for the welfare of the students.

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



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

Date: 12.05.2017

To,
IQAC Coordinator
CMRCET
Kandlakoya

Sub: Permission to organize different events under language Lab Committee in the A.Y:2017-18 – 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: 2017-18.

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	07/08/2017 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)

Thanking you Sir,

Yours sincerely,


Convener


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Strategic Perspective Plan for the Academic Year 2017-2018.

S.No	Date of the Event	Dept./ Committee	Name of the Event	Details
1	07/08/2017 to 12/08/2017	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	21/08/2017 to 26/08/2017	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	07/10/ 2017	Language Lab Committee	Essay Writing	Writing encourages and enhances critical thinking, creative thinking and helps in organizing thoughts and improve communication skills.
4	23/10/2017 to 28/10/2017	Language Lab Committee	Role Play	To develop self esteem and confidence. Helps to develop real communication skills in leadership, interviewing and social interaction.
5	13/11/2017 To 18/11/2017	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	09/12/ 2017	Language Lab Committee.	Literary Quiz	Knowledge application - students may need additional help in to answer a question about it.
7	18/12/2017 to 23/12/2017	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	02/01/2018 to 06/01/2018	Language Lab Committee	Interview Skills	Interview skills are an essential tool for all students in today's world of employment 'as there is increasing

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				competition for job vacancies
9	29/01/2018 to 06/02/2018	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
10	28/01/2018	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 and improve communication skills.
11	19/02/2018 to 24/02/2018	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

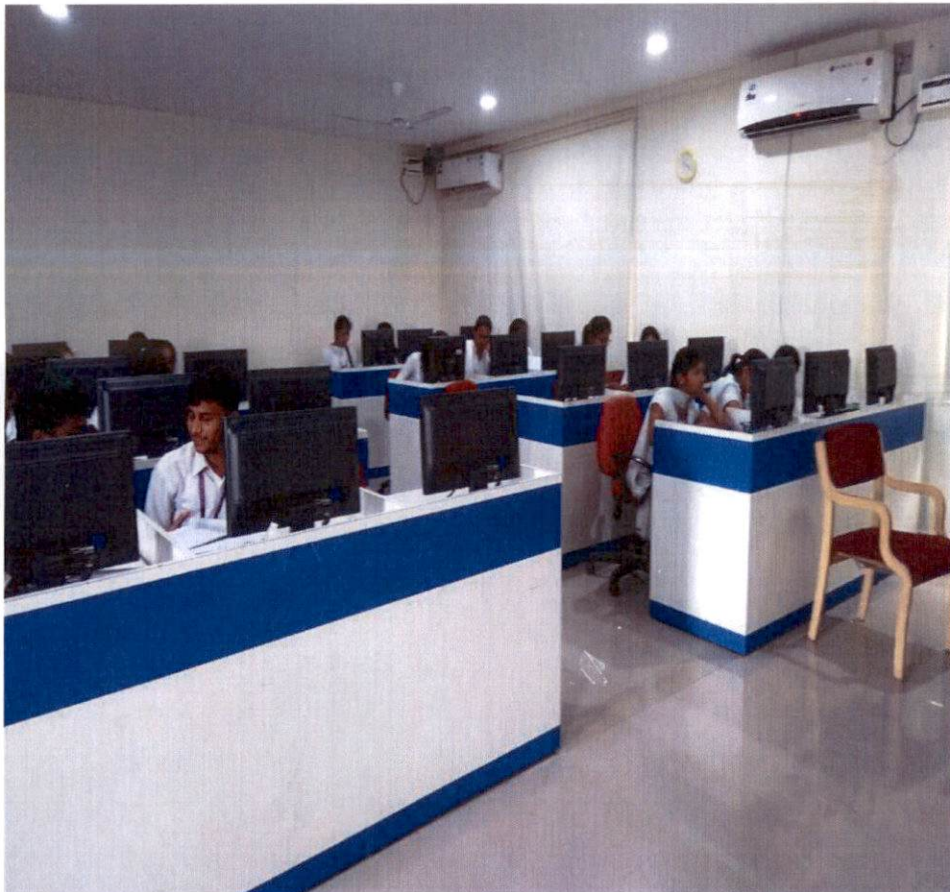


Principal

Chase


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.



[Signature]
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Hyderabad-501401.

LCD



Learning Software

CMR College of Engineering & Technology

CALL LAB

CMR College of Engineering & Techn

- Phonetics
- Lab Exercises
- Structure of Syllables
- Past Tense and Plura Marker
- Weak Forms and Strong Forms
- Consonant Clusters
- Minimal Pairs
- Word accent and Stress Shifts
- Listening Comprehension
- Infonation
- Common errors in Pronunciation
- Neutralization of MI
- Conversation Skills
- Word Dictionary
- Text to Speech

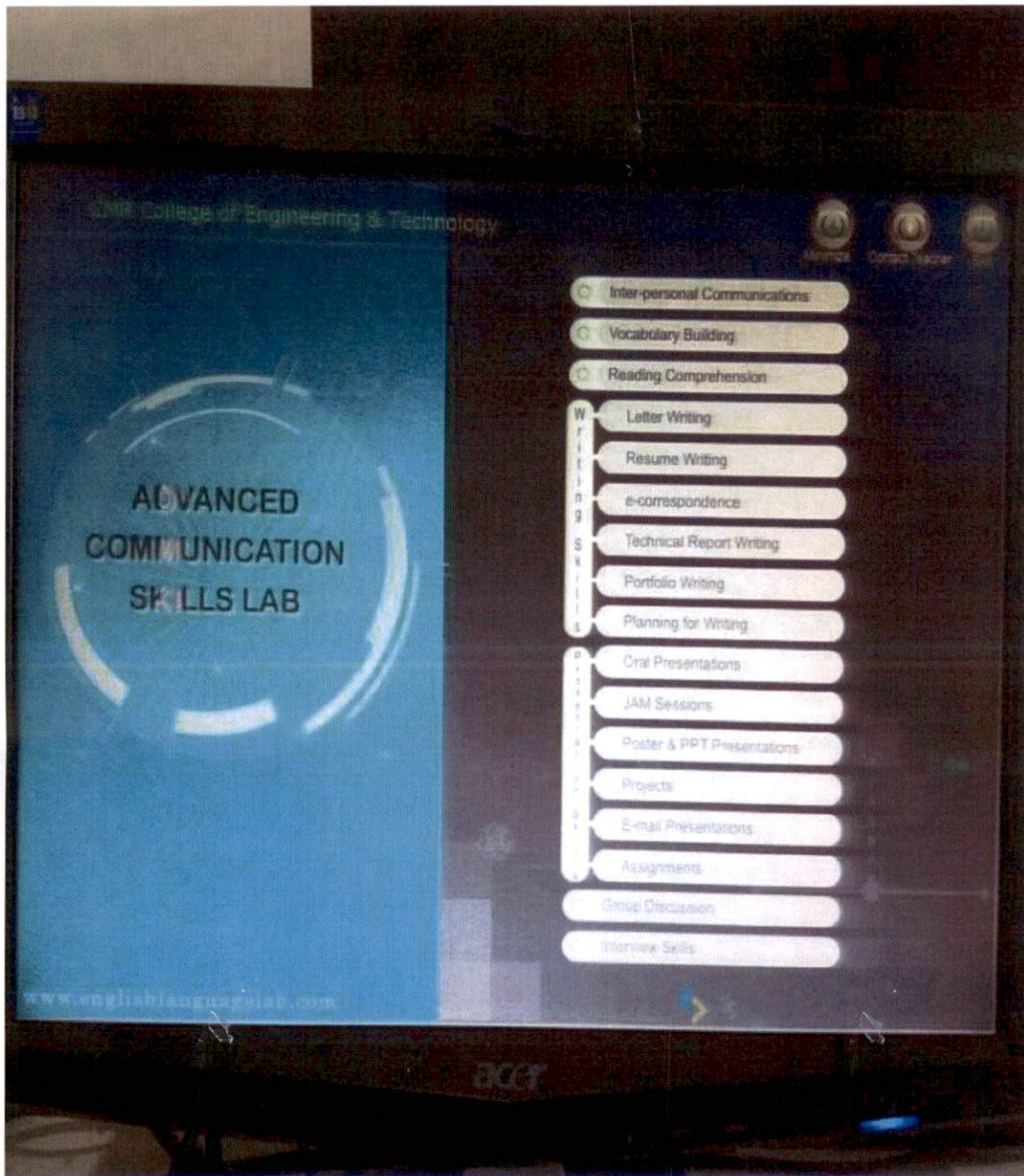
Computer Assisted Language Learning Lab

- Ice Breaking
- Just-A Minute (JAM)
- Grammar
- Common errors in Eng.
- Vocabulary Building
- Situational Dialogues
- Role Plays
- Expressions in various.
- Etiquette
- Narrative & Descriptive
- Giving Directions
- Public Speaking
- Information Transfer
- Oral Presentation
- Reading Comprehension
- Resume Writing

Interactive Communication Skills Lab

K-VAN

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



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

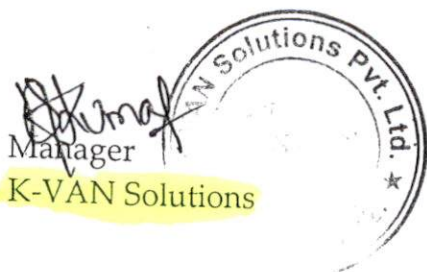
CMR College of Engineering & Technology,
Kandlakoya (V),
Medchal Road,
Hyderabad - 501 401

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



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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.k-vansol.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



PRINCIPAL

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

36, II Floor, Sony Complex, Prashanthi Nagar, Kukatpally, Industrial Estate,

Hyderabad - 72

Ph: 040 - 23070077, 23070078

www.k-vansol.com



A/c Pay Only

Preferred

Weekly Holiday on SUNDAY

			24	03	2016			
D	M	M	Y	Y	Y	Y		

Valid for 3 months only

PLOT NO.1 TO 7,G.K.PROPERTIES,
RANGAREDDY,MEDCHAL,HYDERABAD-501401,TELANGANA
RTGS / NEFT / ESC : HDFC0001640

Pay SOFTX TECHNOLOGIES PRIVATE LIMITED

Or Bearer

XXXXXXXX धारक क

Rupees ** Eighteen Thousand Rupee Only **

अथवा

₹ ** 18,000.00 /--

A/c No.

16408640000031

Brn: 1640 Pdt: 864
CA APEX

For CMR COLLEGE OF ENGINEERING AND TECHNOLOGY

Payable at par through clearing/transfer at all branches of HDFC BANK LTD.

[Signature]

Authorized Signatory

Please sign above with your name

⑈003324⑈ 500240039⑈ 001765⑈ 29

[Signature]
PRINCIPAL
CMR COLLEGE OF ENGG & TECH.
Kandlakoya (V), Medchal Road,
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 1Mth Acdmc AP Srvcs	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: ABBPH0426KSD001 TIN NO : 36276720604 PAN NO : ABBPH0426K	For KT TECHNOLOGIES Authorized Signatory
--	---	---

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

PRINCIPAL

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 : 040.84627266

Lensovo (India) Private Limited
 R.S. No. 19/1A & 19/2A, BCR Road, Bannakuppam Revenue Village
 Aranyakuppam Community Panchayath, 605007, Pondicherry
 Tel: 91-415-2619400 Fax: 91-415-2619428



E. CUM-BRILLIERY, CHALLAN
 of Central Excise (No. 2), Rules 2001)

Invoice No: 7211X1M001
 Invoice Date: 19.06.2012
 Invoice No: 6400492413
 Invoice Date: 07.06.2012
 PO No: 07.06.2012
 PO Date: 07.06.2012
 Declaration: 4310372037 / 11.06.2012
 SO No/Date: 4310372037 / 11.06.2012
 Delivery No: 5202472282
 ECC No: 34370004091
 TIN: 34370004091
 PAN No: AABG137211
 CST No: 34370004091/DL15-94-2005
 Insurance No: LEMMAR0607
 Commissionary: PONDICHERRY
 Date and Time of Preparation of Invoice: 19.06.2012 16:33:11
 Date of Dispatch: 19.06.2012
 (Original for buyer)

Group of Institutions: akoya (V), Medchal Road.
 College of Engineering and Technology
 MR. Group of Institution
 akoya (V), Medchal Road,
 abad501401
 Group of Institutions
 akoya (V), Medchal Road.
 Invoice Date: 19.06.2012
 Invoice No: 6400492413
 PO No: 07.06.2012
 PO Date: 07.06.2012
 Declaration: 4310372037 / 11.06.2012
 SO No/Date: 4310372037 / 11.06.2012
 Delivery No: 5202472282
 ECC No: 34370004091
 TIN: 34370004091
 PAN No: AABG137211
 CST No: 34370004091/DL15-94-2005
 Insurance No: LEMMAR0607
 Commissionary: PONDICHERRY
 Date and Time of Preparation of Invoice: 19.06.2012 16:33:11
 Date of Dispatch: 19.06.2012
 (Original for buyer)

Code (Chapter Id)	Item Description	Quantity	Unit Rate	Basic Value	Excise Duty %	Excise Duty	Excise Duty Rate	Excise on Excise Duty
NO OS-H61/G650/2GB/500GB/NO ODD	Lensovo LS1922	240	14,832.69	3,559,846.55	12.360	439,993.45	12%	3%
Desktop Value is Inclusive of Monitor								
Sub Total:				3,559,846.55		439,993.45		

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. Sl no. 62)
 cc: 75% payment need to be collect from the customer on BOD basis
 Bill No: 4310372037
 Net Terms : 25% advance 75% upon delivery
 Amount Due in Words: RUPEES THIRTY-ONE LAKHS, FORTY-NINE THOUSAND, EIGHT HUNDRED SEVENTY-FOUR ONLY

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 Lensovo (India) Private Limited
 Authorised Signatory

1 & Copy Office: LENOVO INDIA PVT LTD, FERNIS ICON, LEVEL -2, DODDENAKUNDI VILLAGE, MARATHIHALLI OUTER RING ROAD, RAYTHIHALLI POST, KR PURAM HOBBI, BANGALORE - 560037.
 B Details: Jun No: 003557004, Citibank N.A., 506/507, Level 5, Prestige Meridian II, M.G. Road, Bangalore - 560001, MICR # 560937002, RTGS/NIFT # CITI0000004, # CITIINXX)
 LENOVO INDIA PVT LTD, FERNIS ICON, LEVEL -2, DODDENAKUNDI VILLAGE, MARATHIHALLI OUTER RING ROAD, MARATHIHALLI, KR PURAM HOBBI, BANGALORE - 560037
 Lensovo (India) Private Limited
 R.S. No. 19/1A & 19/2A, BCR Road, Bannakuppam Revenue Village
 Aranyakuppam Community Panchayath, 605007, Pondicherry
 Tel: 91-415-2619400 Fax: 91-415-2619428



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

Form Applicable - Yes
FORM CODE-C0%

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

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: AAAC19670HST001
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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

INVOICE

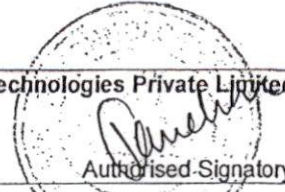
Aveco Technologies Private Limited Aslali Storage House Bajrang Lane, Near Aslali by Pass Aslali AHMEDABAD- 382 427	Invoice No. GUJ-54	Dated 25-Feb-2016
	Delivery Note	Mode/Terms of Payment Immediate Payment
	Supplier's Ref.	Other Reference(s) PACKED IN 08 NOS.
Buyer CMR College of Engineering & Technology, 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
0	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.



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,

*Invoice 7/7/12
Del 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 RGB ports Quantity 1 DVI-I Ports Quantity 0 USB 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.

PRINCIPAL

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

Ch. Gopal Reddy
Ch. Gopal Reddy
Secretary & Correspondent

CASHIER, INDIA PVT. LTD.



India Pvt. Ltd.

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
KANDLAKOTA, MEDCHAL ROAD
MEDCHAL - 501401
Customer: 12 173085 J
VAT-ID: 30/2006

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

5139042 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

Hyderabad Jurisdiction Only

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

012/159 5717

TAX INVOICE 040V1031000

Item 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
SONIDA 39" FULL HD LCD L0024,890.83		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 off

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

METRO Cash & Carry India Pvt. Ltd.
B. No. 5-7-71/4/1, Survey No.133 to 140,
Sangeeth Nagar, Moosapet Village,
Balanagar Mandal, HYDERABAD-500 072



[Signature]
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

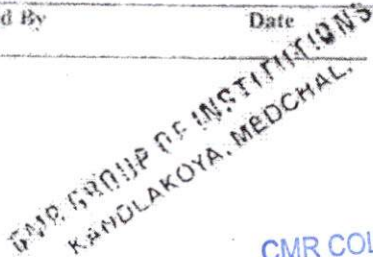
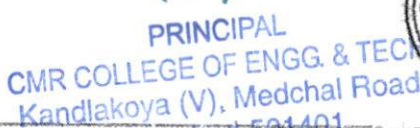


INVOICE

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
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DC NO. and Date 016/12-13 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.	13" 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
				17600-00

Seventeen Thousand six hundred only

Accepted By  M/S. CMR COLLEGE OF ENGINEERING & TECHNOLOGY KANDLAKOYA, MEDCHAL.	Date	Authorized by	Date 16.08.2012
		 	

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.

IMPORTER
&
EXPORTER

Off: 23913373
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

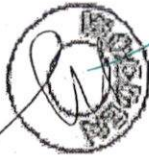
No: 456/01

Date: 07/01/2016

INVOICE

S. NO	ITEM	QTY	UNIT PRICE	TOTAL PRICE
1	TABLES	6	8487.00	50,922.00

FOR WOODEN



PRINCIPAL

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

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



Orient Business Services (P) Ltd.

An ISO 9001:2015 Certified Company

40-Cellar, Chenoy Trade Centre, Parklane, Secunderabad - 500 003, TELANGANA

E-mail : obspltd@rediffmail.com, Website : www.orientbusiness.org

Ph : 66382204

66387425

Fax : 66387452

TAX INVOICE

TIN No. : 36780179586

Cash

CMR COLLEGE OF ENGG & TECHNOLOGY
MEDCHAL

Party's TIN No. :

Invoice No. : 7958

Date : 14-Mar-2017

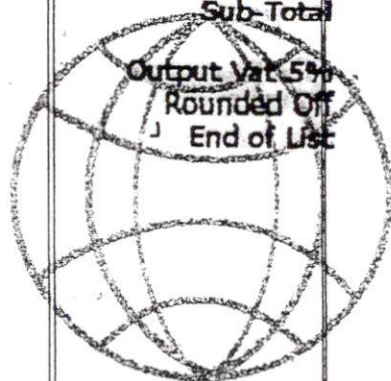
D.C. No. :

Date :

Order No. :

Date :

Sl.No.	DESCRIPTION	QUANTITY	RATE PER UNIT		AMOUNT	
			RS.	PS.	RS.	PS.
1	INTEX HEAD PHONE	80 Nos	180.95		14,476.00	
		Sub-Total			14,476.00	
		Output Vat 5%		5%	723.80	
		Rounded Off			0.20	
		End of List				



OBS

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

TOTAL : 15,200.00

Indian Rupees Fifteen Thousand Two Hundred Only

VR FORMS 1/10 99936/8222

Service Timing : 2.00 pm to 4.00 pm

Goods once sold cannot be taken
back or Exchanged

No Warrant on Burnt / Physical
Damage and back - Cut Items

Subject to Hyderabad Jurisdiction

Receiver's Signa
with seal

for Orient Business Services (P) Ltd.

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 collaborate 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.

Ice Breaking

Contact Teacher Exit

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

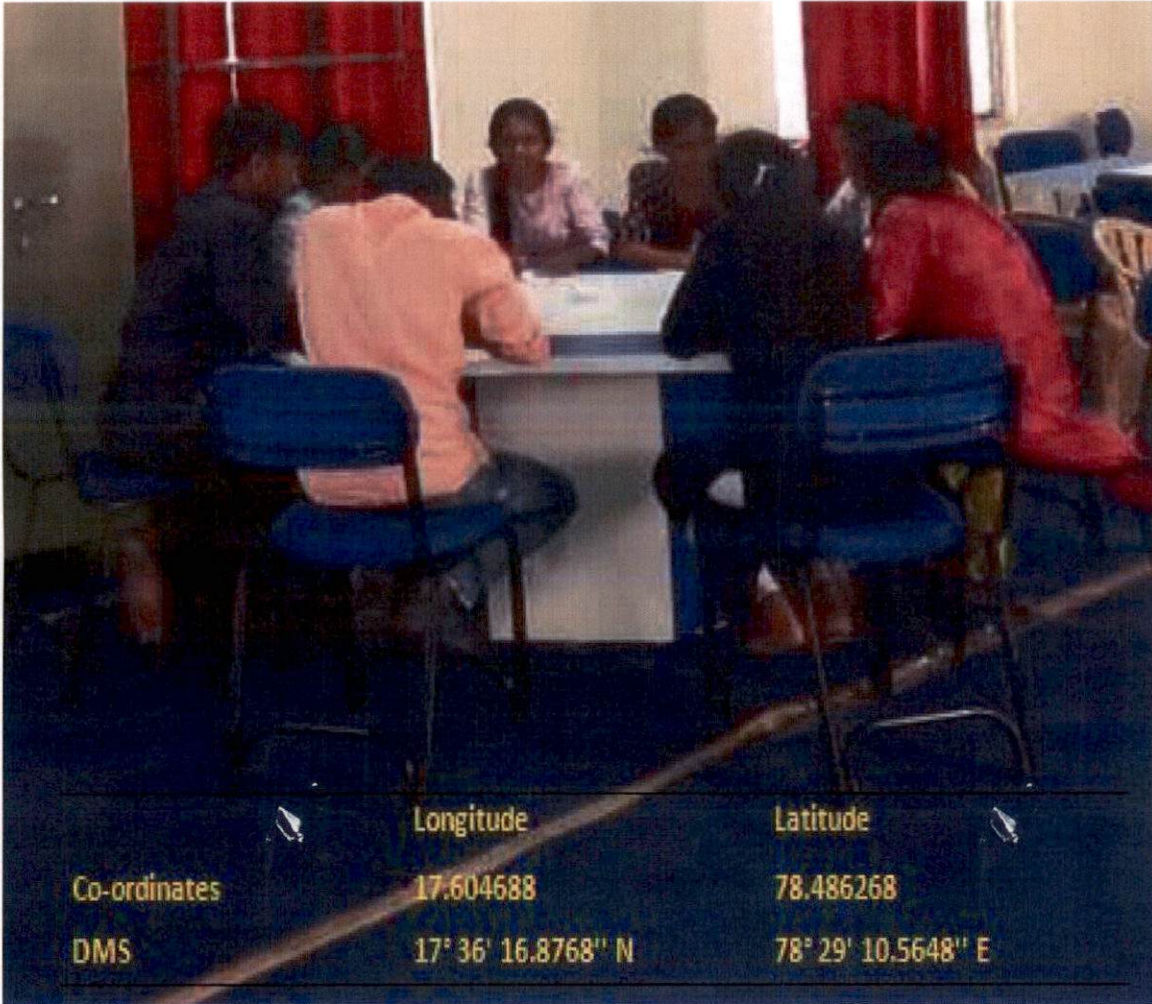
Overview:

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

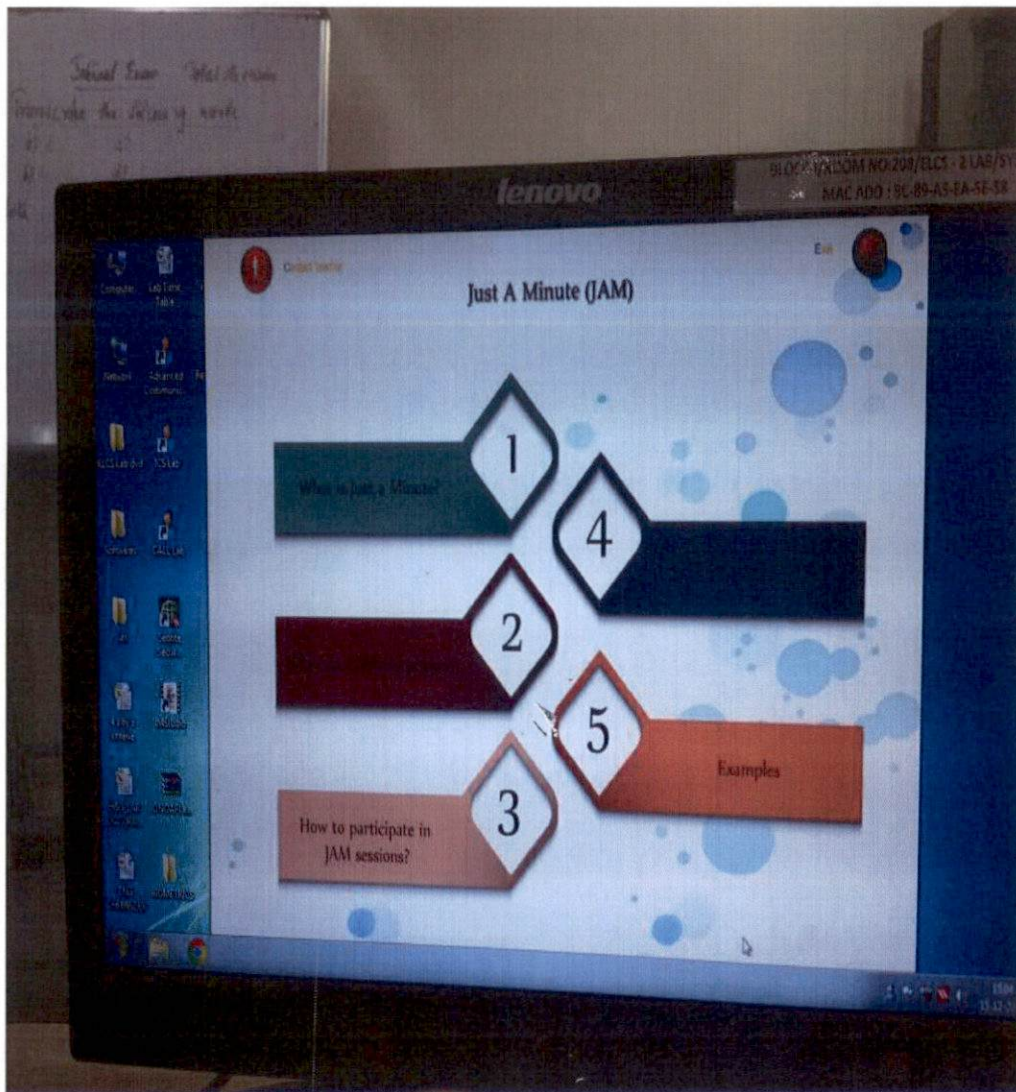
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.


17-18

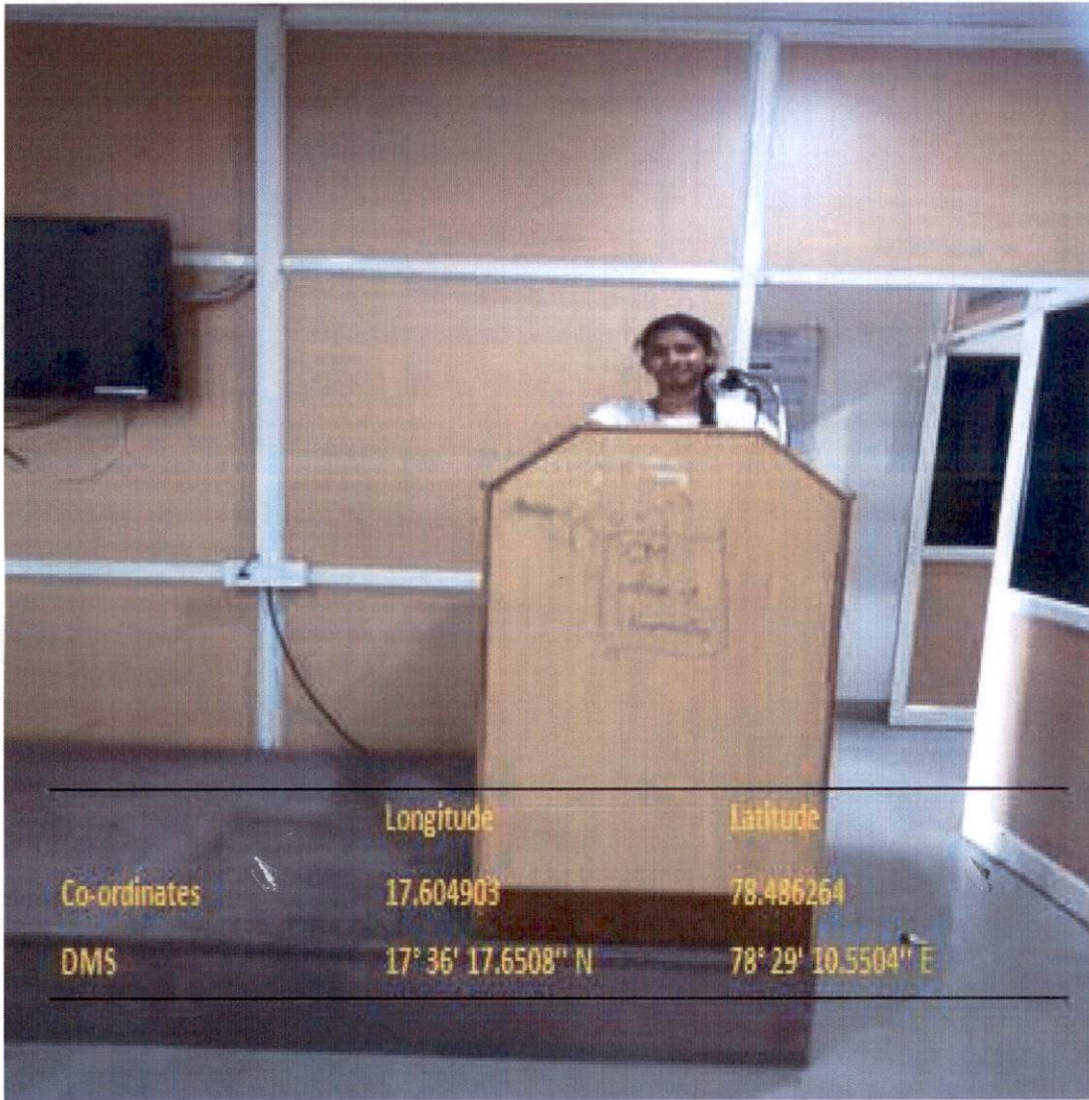




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Kandlakota (N), Medchal Road,
Hyderabad-501401.

2.JAM session: ‘Just a Minute’ is an impromptu speech test conducted with the time limit of one minute. The students are trained to speak coherently and meaningfully on a given topic within a span of one minute. More than a test of knowledge, JAM can be seen as a test of wit and presence of mind. Many recruitment drives use this test to assess a candidate’s language skills. The teacher encourages the students to participate in JAM sessions in order to improve their language fluency and accuracy. Before the session the teacher prepares a list of topics which are then randomly given to each student to speak. The students are advised not to hesitate when they speak. They are also told not to repeat and deviate from the topic.




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Hyderabad-501401.




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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

NAAC Accredited institute with 'A' Grade

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

Date: 19/09/2017

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: **07th October 2017.**

Name of the event: **Essay Writing.**

Importance: To improve thinking and writing skills of the students.

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

Thanking you sir,

Yours sincerely,

fate
Convener

Recommended
Acron

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

permitted to conduct
19/9/17



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

CMRCET/PRIN/LLC/CIR/AY-2017-18 /02

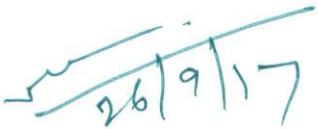
Date: 26/09/2017

CIRCULAR

This is to inform all the students that our college is organizing an **essay writing** on **07th October 2016** on the topic "**How globalization affects Economy.**" Interested students may give their names to their respective departments on or before **06th October 2017**.

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

Timings: 2:30 P.M to 4:00 P.M


26/9/17

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

3. Report on:

Essay writing on “How globalization affects Economy” for I B.Tech Students.

07.10.2017

Aim: Writing encourages and enhances critical thinking, creative thinking and helps in organizing thoughts and improve communication skills.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(Autonomous)
NAAC Accredited Institution with 'A'-Grade,
KANDLAKOYA (V), MEDCHAL ROAD, HYDERABAD - 501 401

ESSAY WRITING ON HOW GLOBALIZATION AFFECTS ECONOMY

07th October 2017

Conducted by
DEPARTMENT OF ENGLISH

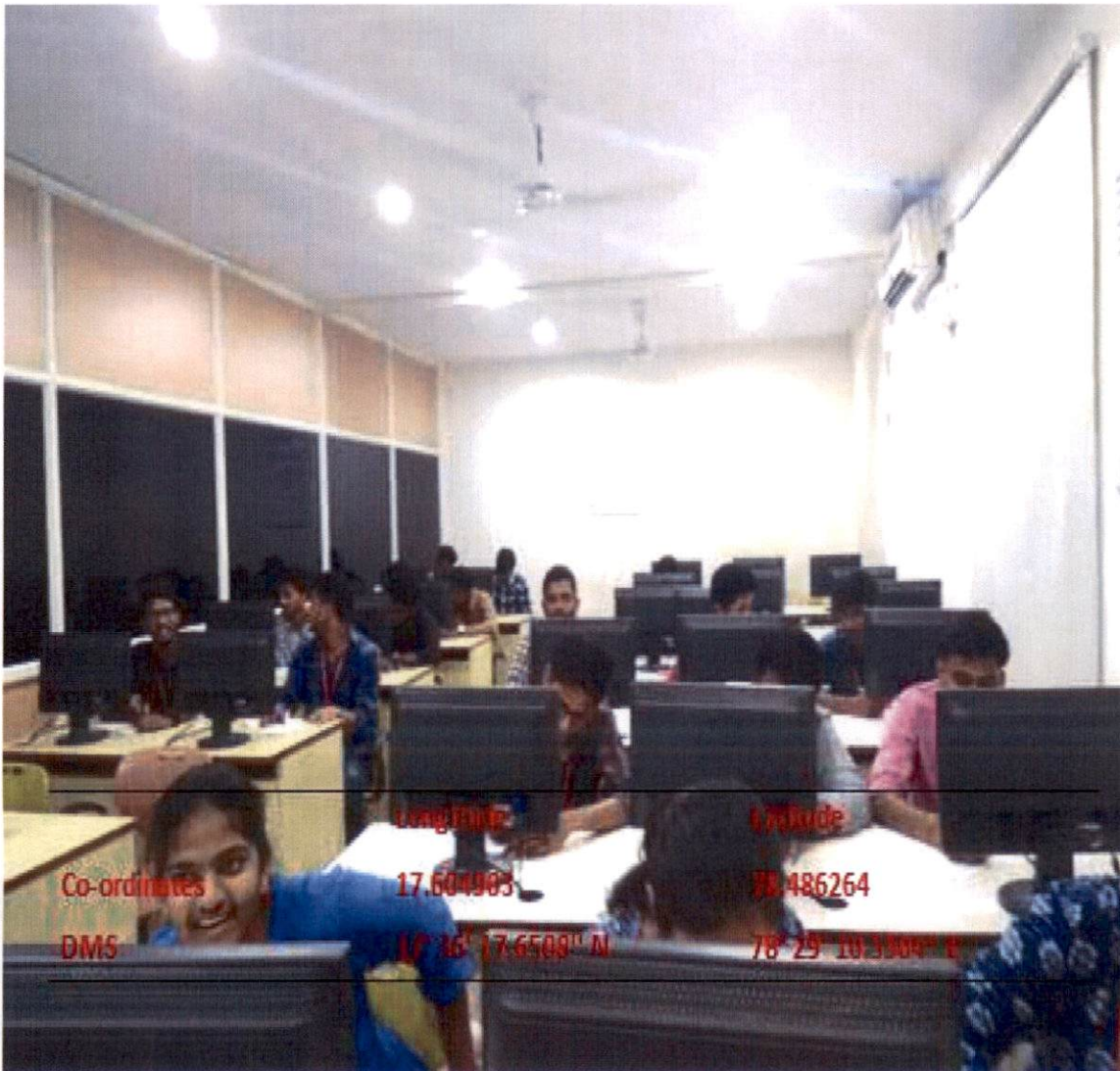
CMR College of Engineering & Technology

Outcome of the event

The Department of English, CMRCET, conducted an Essay Writing competition for the first year students of engineering on 07 October, 2017. The topic for the event was “**How Globalization effects Economy.**” Around 90 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.

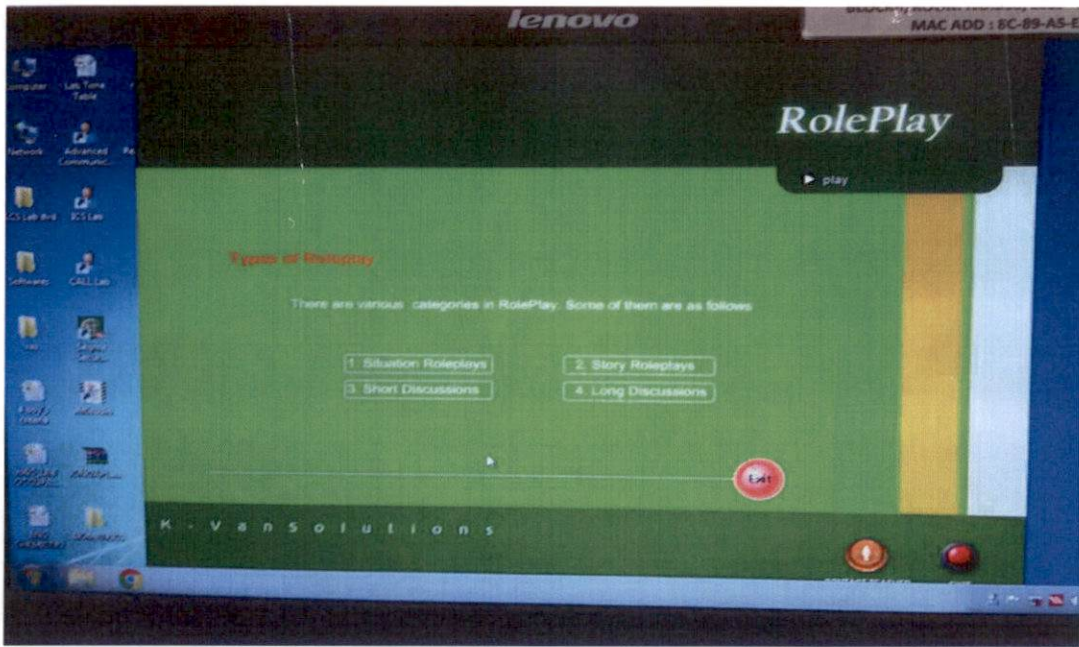



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Kandlakoya (V), Medchal Road,
Hyderabad-501401.



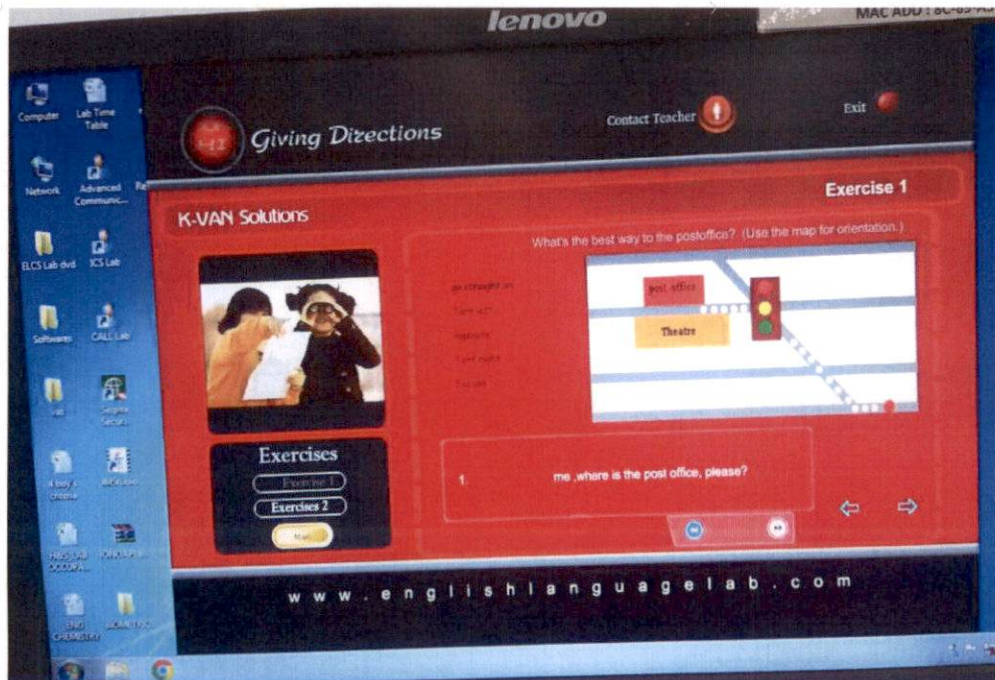
4. Role Play: Role Play is any speaking activity where one either puts oneself into somebody else's shoes or one may put oneself in an imaginary situation. Thus the learners can themselves to be the president or the prime minister of a country. They then can enact the role using appropriate language. 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 (M), Medchal Road,
Hyderabad-501401.




 PRINCIPAL
 CMR COLLEGE OF ENGG. & TECH.
 Kandlakoya (N), 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.



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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

NAAC Accredited institute with 'A' Grade

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

Date: 20/11/2017

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: **09th December 2017.**

Name of the event: **Literary Quiz.**

Importance: To improve logical thinking and communication skills of the students.

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

Thanking you sir,

Yours sincerely,

fah
Convener

Recommended
[Signature]

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

Permission Granted
[Signature]
20/11/17



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
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Kandlakoya (V), Medchal Road, Hyderabad -501 401.

CMRCET/PRIN/LLC/CIR/A.Y-2017-18/03

Date: 25 /11/2017

CIRCULAR

This is to inform all the students that our college is organizing **Literary Quiz** event on **09th December 2017**. Interested students may give their names to their respective departments on or before **08th December 2017**.

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

Timings: 2:00 P.M to 3:30 P.M


25/11/17

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

6. Report on:

Literary Quiz event on 09th December 2017 for I,II, & III B.Tech Students.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(Autonomous)
NAAC Accredited Institution with 'A'-Grade,
KANDLAKOYA (V), MEDCHAL ROAD, HYDERABAD - 501 401

LITERARY QUIZ

09th December 2017

Conducted by
DEPARTMENT OF ENGLISH

**CMR College of Engineering &
Technology**

Outcome of the event

Literary Quiz

Aim: The main aim of the Faculty's work is to encourage imaginative and critical habits of mind, rather than to provide students with factual information.

The Department of English conducted a literary quiz competition for the students of engineering on 09th December 2017. The theme for the quiz was scientific fiction. The students who registered for the event were divided into teams. Each team was given a name for the event for better organization.



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

Ch

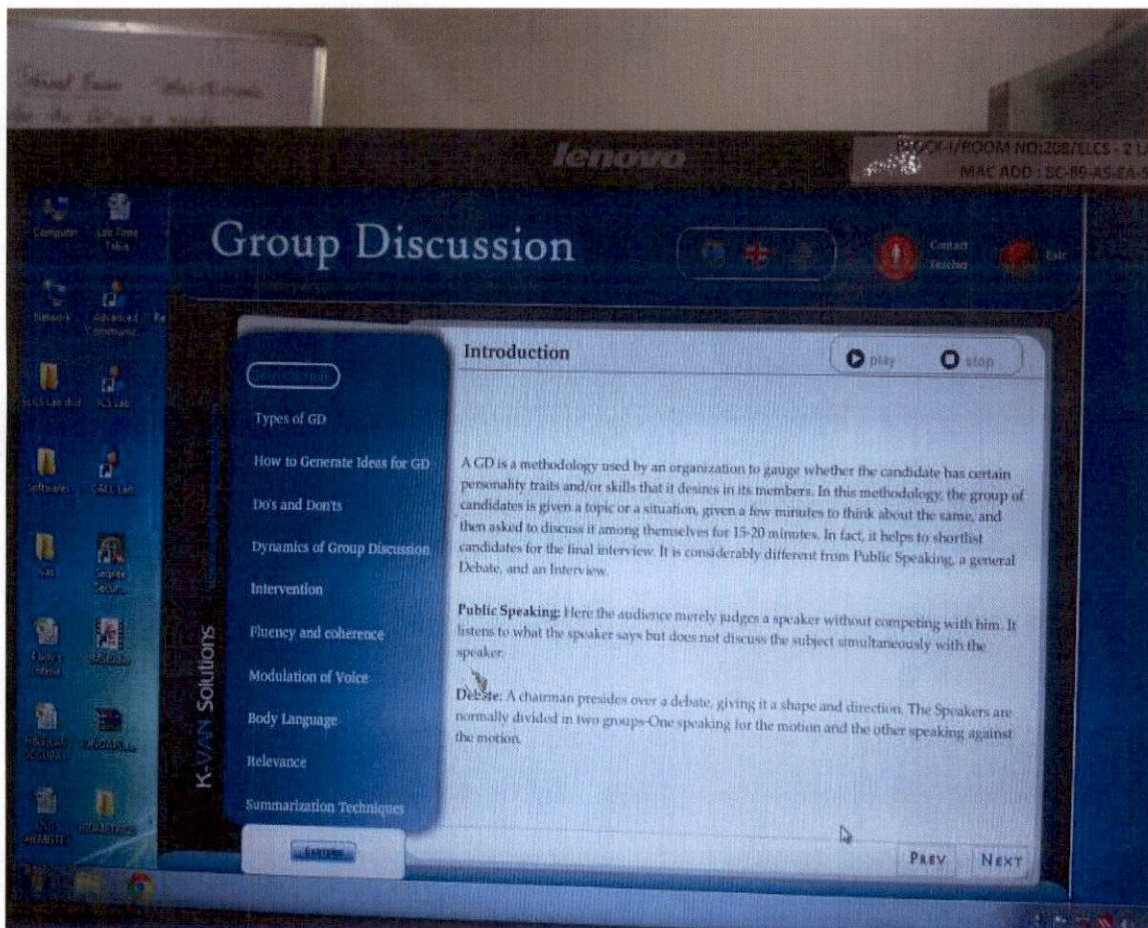


7. Group discussions: Group Discussions have become a part of recruitment processes where the representatives of the recruiting organization observe the oral skills and other inter-personal skills of the participants before short listing them for the next round. CMRCET has an exclusive room with round tables for group discussions. The students are given various topics for the discussions. Their performance is observed by the teacher and a feedback is given. The students are told about the importance of taking initiative in a group discussion. They are also explained about the importance of listening to others so that they can intervene at the right time. The language software allows the student to observe the videos of sample discussions and improve their performances.



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

7.Group discussions: Group Discussions have become a part of recruitment processes where the representatives of the recruiting organization observes the oral skills and other inter-personal skills of the participants before short listing them for the next round. CMRCET has an exclusive room with round tables for group discussions. The students are given various topics for the discussions. Their performance is observed by the teacher and a feedback is given. The students are told about the importance of taking initiative in a group discussion. They are also explained about the importance of listening to others so that they can intervene at the right time. The language software allows the student to observe the videos of sample discussions and improve their performances.





17.60528273N 78.48617493E



	Longitude	Latitude
Co-ordinates	17.60528273	78.486268
DMS	17° 36' 16.9288" N	78° 29' 10.5648" E

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



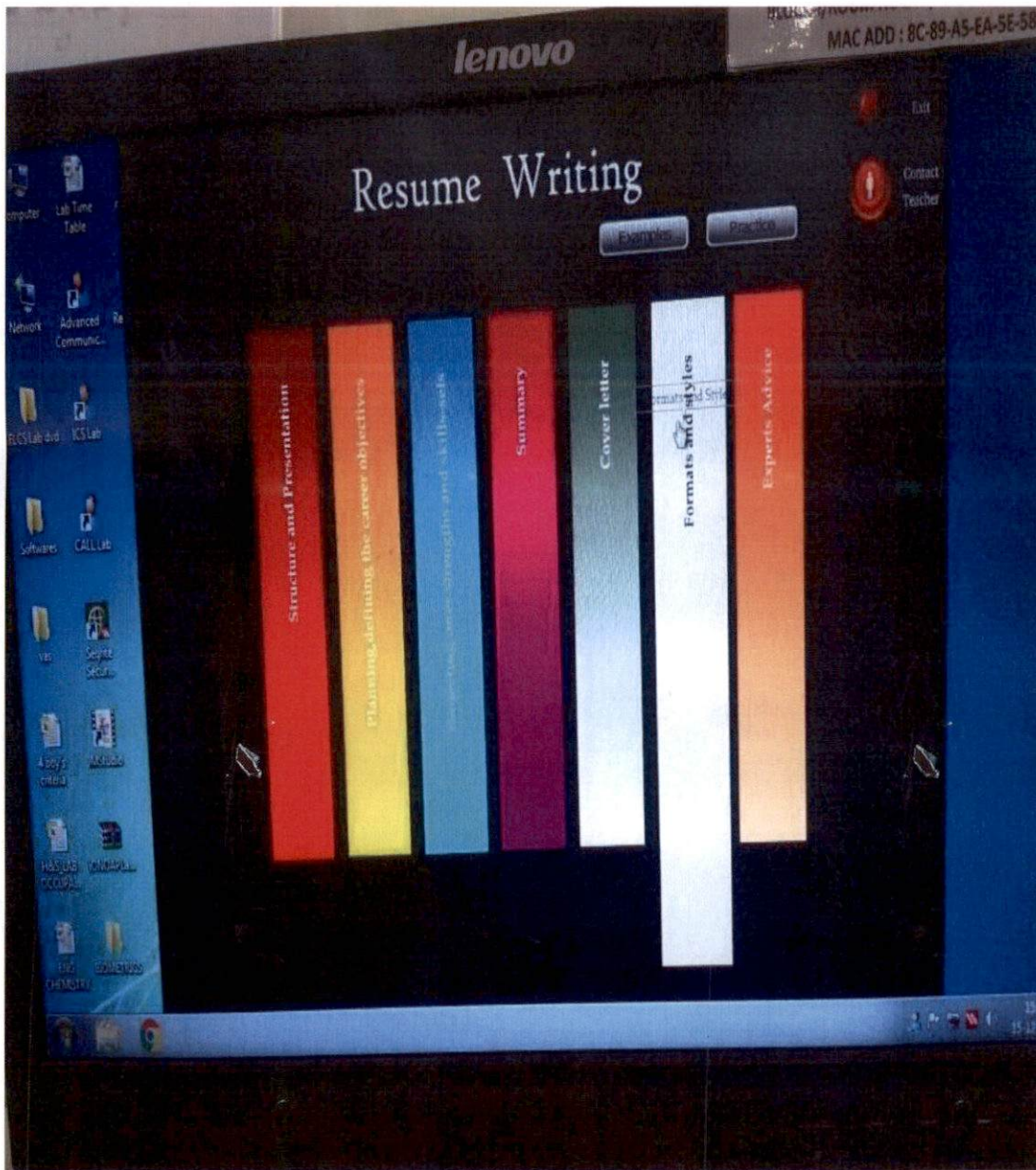



17.60511704N 78.48608683E



PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakeya (A), Medchal Road

10.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.




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



17.60511859N 78.48621442E

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

NAAC Accredited institute with 'A' Grade

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

Date: 09/01/2018

To
The principal
CMRCET
Kandlakoya

Respected Sir,

Forwarded Through IQAC Coordinator

Sub: Request for permission to conduct an event on **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: **27th January 2018.**

Name of the event: **Presentation Skills (PPT).**

Importance: To determine and develop personal presentation style and find ways to overcome nervousness for presentation skills.

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

Thanking you sir,

Yours sincerely,

fah
Convener

*Recommended
Acmm*

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

*Permission to conduct
event on presentation skills
09/01/18*



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-2017-18/04

Date: 11 /01/2018

CIRCULAR

This is to inform all the students that our college is organizing **Developing Presentation skills** competition on **27th January 2018**. Interested students may give their names to their respective departments on or before **25th January 2018**.

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

Timings: 2:00 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

10. Report on:

Developing Presentation Skills on 28/01/2018 for B.Tech Students.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(Autonomous)
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KANDLAKOYA (V), MEDCHAL ROAD, HYDERABAD - 501 401

DEVELOPING PRESENTATION SKILLS

27th January 2018


Conducted by
DEPARTMENT OF ENGLISH

CMR College of Engineering & Technology

Outcome of the Event

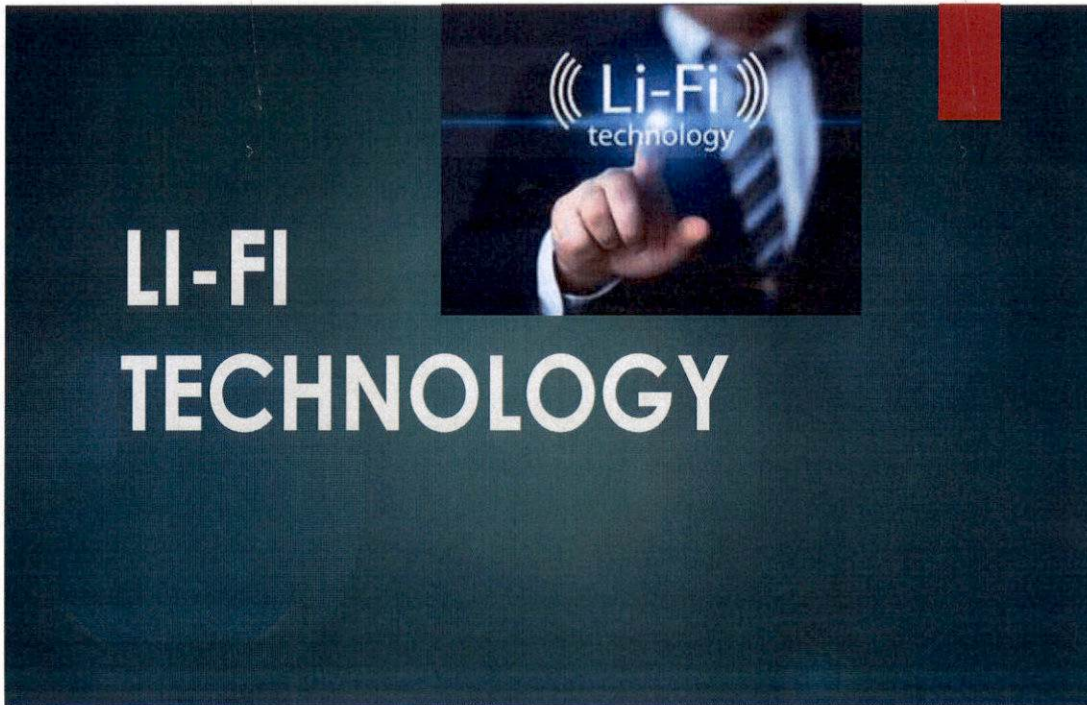
Aim: Recognize presentation weak spots and areas for improvement learn, practice and acquire the skills necessary to deliver effective, presentation with clarity and impact.

The Department of English, CMRCET, conducted Power Point Presentation competition for the first, the second and the third year students of engineering on 28th January, 2018. Around 40 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. The faculty announced the following as the winners of the competition.



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LI-FI TECHNOLOGY



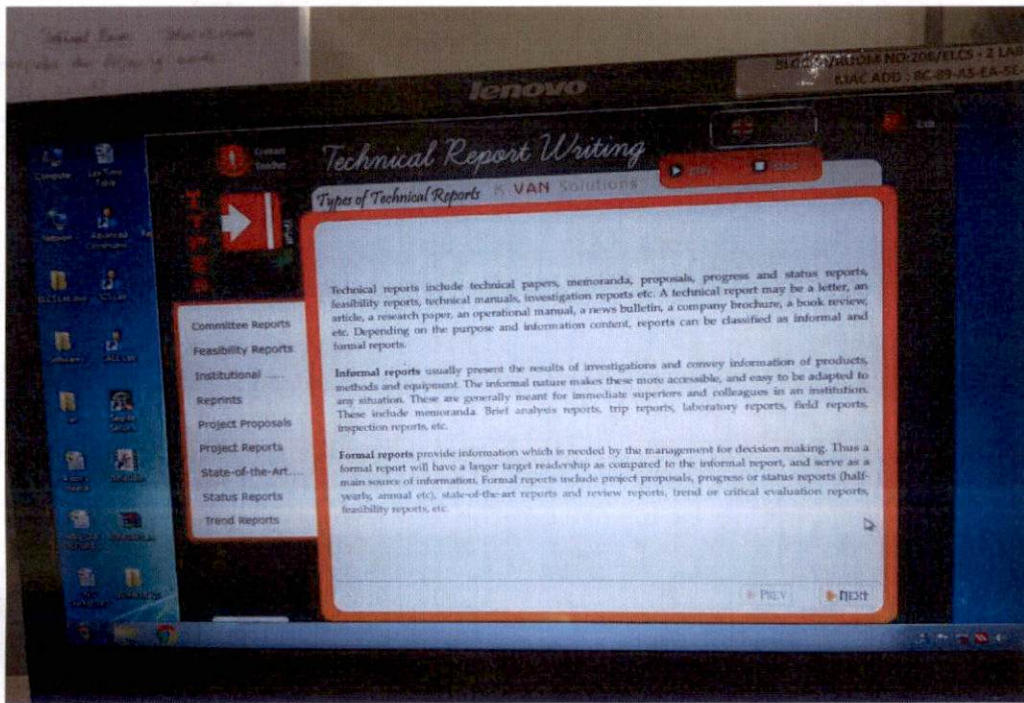
World Largest Holes



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,

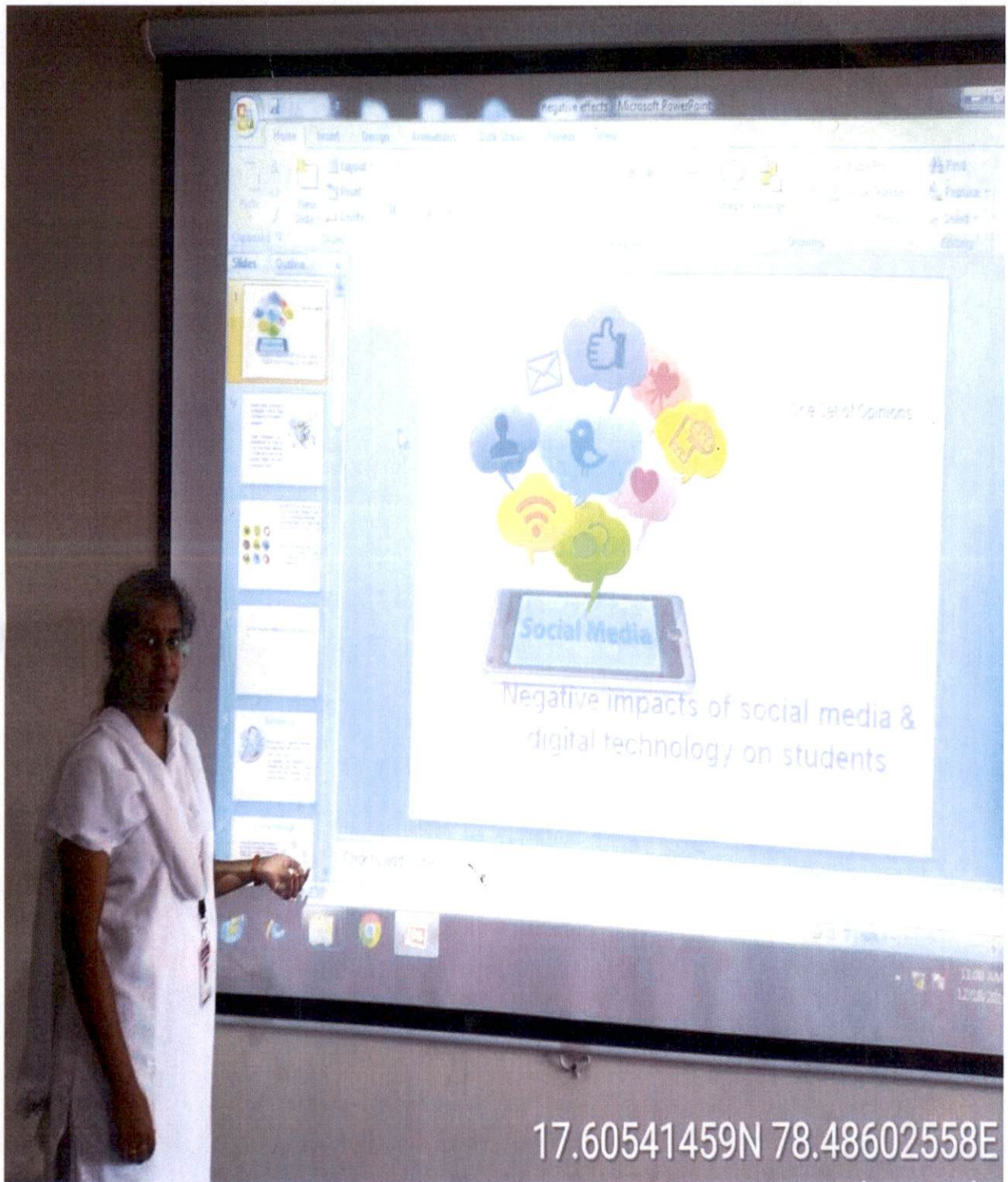
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heard, seen, or studied. The students are introduced to the three formal aspects of a report: preliminaries, main part and the supplementaries. The preliminaries include title page, terms of reference, contents, list of tables or diagrams, acknowledgements 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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CMRCET/PRIN/LLC/CIR/A.Y-2017-18/06

Date: 24/03/2018

CIRCULAR

All the language lab committee members are hereby informed that, the Annual review of language lab committee meeting is scheduled on 28th March 2018. 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
- (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: 2017-2018
LANGUAGE LAB COMMITTEE**

MINUTES OF MEETING

1. The Second annual meeting was held on 28th March 2018 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.
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	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)

The List of language lab Committee members who attended the meeting.


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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	<i>Sati</i>
3	Ms.Dr.Vijaya Lakshmi	Associate Professor	Member	<i>Vij</i>
4	Dr. J. Srinivasa Rao	Professor	Member	<i>J. Srinivasa Rao</i>
5	Ms. R. Shirisha	Associate Professor	Member	<i>Shirisha</i>
6	Mr.Santosh V.Kulkarni	Associate Professor	Member	<i>Santosh</i>
7	Ms.T.Swapna Rani	Assistant Professor	Member	<i>T. Swapna Rani</i>
8	Ms. P.Sruthi	Associate Professor	Member	<i>P. Sruthi</i>

Sati
Convener

[Signature]
Principal



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Date: 06/04/2018

To

IQAC Coordinator

CMRCET

Kandlakoya

Respected Sir,

Sub: Submitting the Language Lab Committee 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** in 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 2017-18 started 29th July 2017. After Orientation program the class work commenced on 29th July. The class work continued 30th April 2018. 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 2017 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.Laxmi, Mr. T.Suneel Kumar, Ms.G.Sandhya Rani and Ms. M. Rosy Ronald. 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

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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 Advanced Communication Skills Lab in academic year 2017-18.

S.No	Date of the Event	Name of the Event
1	07/08/2017 to 12/08/2017	Ice Breaking Activity
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Gap Analysis

The language lab committee reviewed both the programs conducted and the performance of the students for the academic year (2017-18). 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 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.


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Convener