



**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-2017-18/06**

**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 28<sup>th</sup> 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 28<sup>th</sup> 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.

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

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