



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/A.Y-2018-19/01

Date: 23/04/2018

OFFICE ORDER

The Language Lab Committee has been reconstituted for the academic year 2018-2019 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

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/AY-2018-19/01

Date: 27/04/2018

CIRCULAR

This is to inform all the committee members of the language Lab committee that, there will be a meeting of the committee to discuss and prepare the Standard Operating Procedure (SOP) for the Language lab at 3:00 pm. on 04th May, 2018 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

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ACADEMIC YEAR: 2018-19 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING


1. The Meeting was held on 04th May 2018 from 2.30 to 3:30 p.m. in the AECS lab.
2. The Convener welcomed all the committee members.
3. SOP was finalized during the meeting with Objectives, Roles & responsibilities.

STANDARD OPERATING PROCEDURE

The language lab committee for the academic year 2018-19 discussed the rules and regulations of **Regulation - 18** for the academic year with respect to the language lab. CMRCET has two state of the art language labs with audio - visual equipment and multimedia computers to help the students in acquiring language skills. The two language labs cater to the needs of the first and third year B.Tech students (English Language Communication Skills and Advanced English Communication Skills). We are using **K-Van Solution** software in ELCS & AECS lab. The language labs (ELCS & AECS) are equipped with 60 and 72 Lenovo systems with Windows-7 operating systems respectively and headphones. The labs have facilities for training of the students in pronunciation, listening and speaking skills. There is a separate lab with round tables to train the students in group discussion and public speaking. The college wants to equip the students with necessary communication skills to achieve success in their professional life. The labs also provide remedial training for students who are deficient in language skills.

Vision: To become an excellent academic institution that provides in-house training in oral and written communication skills in English.

Mission: To equip the students of CMRCET with necessary English Communication & Language Skills for professional success.


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OBJECTIVES:

Following of the objectives of the language Lab Committee:

1. The language laboratory plays an important role in the language learning process. This article discusses the various features of the language laboratory.
2. To facilitate computer-aided multi-media instruction enabling individualized and independent language learning.
3. It helps one to learn pronunciation, accent, stress and all other aspects of the phonetics of a language.
4. Effective communicative training programmes for the general public, private and corporate sectors, junior and senior level officers can be given through the lab.
5. Short-term and long-term coaching classes for international examinations like IELTS, TOEFL and other competitive examinations can be organized.
6. Online courses and paperless examinations can be conducted through the language laboratory.

Purpose

Language labs provide practice in an entertaining and interactive way to acquire the 4 main language skills: **listening, speaking, reading, and writing**. Students learn more comprehensively through a language lab, using more class time instead to achieve these three main objectives:

- **Self-learning:** The student progresses in a self-guided but structured and progressive training to achieve the goals and objective set by the school or educational body.
- **Complimentary:** Language labs allow students to reinforce material learned in class by putting them into practice through interactive activities.
- **Monitoring and Evaluation:** Teachers know the progress of each student and receive reports of strengths and weaknesses to better adapt the classroom activities.

Guidelines for using language lab

1. Language Laboratory is a mandatory requirement stipulated by AICTE to be implemented as part of teaching activity at CMRCET. All the Departments and Study Programs in CMRCET use Language Laboratory to enhance English Competence.
2. Language Lab committee members oversee the functioning of the language lab.



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3. Faculty members and students enter Language Laboratory by taking off the footwear and put them on the shoes shelf. The purpose is to make English Language Laboratory to keep clean and neat.
4. Students put the bags in the bag shelf provided in the lab. They have to switch off their cell phones. They have to wear the prescribed uniform to the lab.
5. Students are permitted to enter the Language Lab only with their Identity Card.
6. Students have to sign in the login register of the lab and enter their time of arrival and leave.
7. Each language lab session lasts for 3 hours.
8. Students listen to the content of audio by putting the headset.
9. The students practice the tasks prescribed in the syllabus with the help of the language software. In this process they listen to the audio and video recordings. In this process they may take notes of the important aspects of the tasks.


10. Each student has to have a language lab record in which he/she records the learning outcomes of the language lab sessions.

5. Scope:

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.

Roles and Responsibilities of the Language Lab Committee

1. To attend meeting regularly as and when the convener calls
2. Attend to the complaints as soon as possible
3. Inform the respective department heads about necessary requirement at the lab
4. Regularly check the lab
5. Prepare agendas.
6. Keep informed of curriculum standards, curriculum handbook inter segmental and accreditation
7. Assure that committee functions take place smoothly: technical review, pre- requisite review, general education review and programmer review reports to the committee.
8. Report regularly to the academic senate
9. Review catalog drafts for concurrence with approved changes
10. The Lab. Assistants are required to assist the Lab in-Charge for smooth functioning of the laboratories.
11. Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute.
12. All the Lab. Assistants, in coordination with the Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.



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


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

S.No	Date of the Event	Name of the Event
1	13/08/2018 to 18/08/2018	Ice Breaking Activity
2	03/09/2018 to 08/09/2018	Just A minute
3	08/10/2018 to 12/10/2018	Role Play
4	13/10/2018	Essay Writing
5	29/10/2018 to 03/11/2018	Giving Directions
6	22/12/ 2018	Literary Quiz
7	24/12/2018 to 29/12/2018	Group Discussion
8	07/01/2019 to 12/01/2019	Interview Skills
9	19/01/ 2019	Elocution
10	28/01/2019 to 02/02/2019	Resume Writing
11	18/02/2019 to 23/02/2019	Technical Report Writing(PPT)
12	08/03/2019 to 09/03/2019	Two Day National Conference

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	Fati
3	Ms.Dr.Vijaya Lakshmi	Associate Professor	Member	vijaya
4	Dr. J. Srinivasa Rao	Professor	Member	J. Srinivasa Rao
5	Ms.R.Shirisha	Associate Professor	Member	shirisha
6	Mr.Santhosh V Kulkarni	Associate Professor	Member	Santhosh
7	Ms.T.Swapna Rani	Assistant Professor	Member	Swapna
8	Ms. P.Sruthi	Associate Professor	Member	P. Sruthi


Convener


Principal



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Date: 15.05.2018

To
IQAC Coordinator
CMRCET

Sub: Permission to organize different events under language Lab Committee in the
A.Y:2018-19 – 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: 2018-19.

Hence I request you to kindly permit to organize the said events and activities.

The Events are as follows:

S.No	Date of the Event	Name of the Event
1	13/08/2018 to 18/08/2018	Ice Breaking Activity
2	03/09/2018 to 08/09/2018	Just A minute
3	08/10/2018 to 12/10/2018	Role Play
4	13/10/2018	Essay Writing
5	29/10/2018 to 03/11/2018	Giving Directions
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8	07/01/2019 to 12/01/2019	Interview Skills
9	19/01/ 2019	Elocution
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11	18/02/2019 to 23/02/2019	Technical Report Writing(PPT)
12	08/03/2019 to 09/03/2019	Two Day National Conference

Thanking you Sir

Yours sincerely,

Convener

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Strategic Perspective Plan for the Academic Year 2018-19

S.No	Date of the Event	Dept./ Committee	Name of the Event	Details
1	13/08/2018 to 18/08/2018	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	03/09/2018 to 08/09/2018	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	08/10/2018 to 12/10/2018	Language Lab Committee	Role Play	To develop self esteem and confidence. Helps to develop real communication skills in leadership, interviewing and social interaction.
4	13/10/2018	Language Lab Committee	Essay Writing	Writing encourages and enhances critical thinking, creative thinking and helps in organizing thoughts and improve communication skills.
5	29/10/2018 To 03/11/2018	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	22/12/ 2018	Language Lab Committee	Literary Quiz	Knowledge application - students may need additional help in to answer a question about it.
7	24/12/2018 to 29/12/2018	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	07/01/2019 to 12/01/2019	Language Lab Committee	Interview Skills	Interview skills are an essential tool for all students in today's world of employment as there is increasing competition for job vacancies


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9	19/01/ 2019	Language Lab Committee	Elocution	They focus on their gestures, vocabulary, emphasis, voice modulation and improve communication skills.
10	28/01/2019 to 02/02/2019	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.
11	18/02/2019 to 23/02/2019	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.
12	08/03/2019 to 09/03/2019	Language Lab Committee	Two Day National Conference	The conference will adopt presentation-cum-discussion, workshop, and panel discussion as its processes to enable maximum participation. It is hoped that evidence based presentations.

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

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

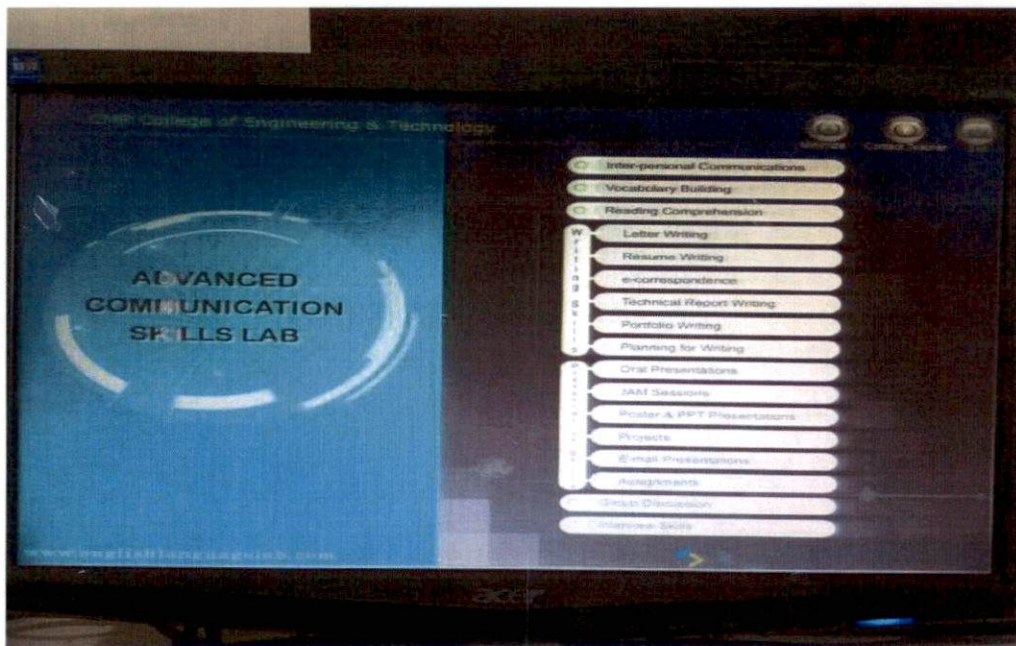
Language Lab and Communication Skills

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.




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LEARNING SOFTWARE



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 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

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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, IIInd 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


Manager
K-VAN Solutions




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Kandlakoya (V), Medchal Road,
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.kvan.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



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Hyderabad-501401.



A/c Pay Only

Preferred

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

Weekly Holiday on SUNDAY

24 03 2016
D D M M Y Y Y Y

Valid for 3 months only

Pay SOFTX TECHNOLOGIES PRIVATE LIMITED

Or Bearer

XXXXXXXX धारक क

Rupees ** Eighteen Thousand Rupee Only **

अथवा

₹ ** 18,000.00 /--

A/c No.
16408640000031

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

⑈003324⑈ 500240039⑈ 001765⑈ 29



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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

Description	Units	Unit Price (Rs.)	Amount (Rs.)
DsktpEdu ALNG LicSAPk OLV E 1Y 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 Srves	01	51,528-00	51,528-00
SQLCAL ALNG LicSAPk OLV E 1Y Acdmc Ent DvcCAL	60	362-00	21,720-00
SQLSvrStd ALNG LicSAPk OLV E 1Y 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
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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, West Venkatapuram, Sec,bad - 15.
Hyderabad-501401.

H.No. 1-19-164/14,

Dinakar Nagar Colony,

West Venkatapuram, Sec,bad - 15.


Tel : 040.61627266



Lenovo (India) Private Limited

R.S. No. 19/1A & 19/2A, ECR Road, Thuvallakuppam Revenue Village
Ariyankuppam, Coimbatore, Pondicherry 605007, Pondicherry
Tel: 91-413-2619400 Fax: 91-413-2619428

E. CUM DELIVERY CHALLAN (of Central Excise (no.2) - Rules 2001)			CST No : 34370004091/DL15-04-2005 LST No : 34370004091 PAN No : AABG1372H PIN : 34370004091 COMMISSIONARATE PONDICHERRY Insurance No: LENMAR0607	Original for buyer Date and Time of Preparation of Invoice 19.06.2012 16:33:11 Date of Dispatch 19.06.2012
Invoice No 7211XM001	Range No.1 Vellalar Nagar Manjalakuppam Cuddalore 607 001	Central Excise Division No.1 Vellalar Nagar Manjalakuppam Cuddalore 607 001		

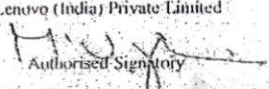
To: Group of Institutions akoya (V), Medchal Road, Hyderabad 501401 To: College of Engineering and Technology MR Group of Institution akoya (V), Medchal Road, Hyderabad 501401 At Person: Gopal Reddy Phone #: 9848668800	Invoice No 6400492413 Invoice Date 19.06.2012 PO No 07.06.2012 PO Date 07.06.2012 CST No LST No DECLARATION SO No/Date 4310372037 / 11.06.2012 Delivery No 5202472282 Excise Duty Rate 12 % Cess on Excise Duty 3 %	Authenticated By 
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Code	Item Description (Chapter Id)	Quantity	Unit Rate	Basic/ Assessable Value	Excise Duty%	Excise Duty	Tax%	Tax Amount	Total Amount(INR)
37	NO OS-H61/G630/2GB/500GB/NO ODD	240	14,832.69	3,559,846.55	12.360	439,993.45	5.00	199,992.00	4,199,832.00
FL	Lenovo LS1922	240	0.00	0.00	12.360	0.00	0.00	0.00	0.00
Sub Total:				3,559,846.55		439,993.45		199,992.00	

Desktop Value is
Inclusive of Monitor

Excise Duty Payable: RUPEES FOUR LAKHS, THIRTY-NINE (AND, NINE HUNDRED NINETY-THREE AND FORTY-FIVE ONLY Notification no.2/2008 CE dated 1/3/2008 SI no.62) rks : cc-75% payment need to be collect from the customer on DOD basic at 4310372037 ent Terms : 25% advance 75% upon delivery Amount Due in Words : RUPEES THIRTY-ONE LAKHS, FORTY-NINE (AND, EIGHT HUNDRED SEVENTY FOUR ONLY	Sub Total 4,199,832.00 Octroi 0.00 WCT 0.00 Total Invoice Amount 4,199,832.00 Less: Advance 1,049,958.00 Net Amount Due 3,149,874.00
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Kandlakoya (V), Medchal Road,
Hyderabad-501401.

Writer/Transport : AFL -Road y Bill No : 39386535 of Cases : ight : eiver's Stamp & Signature	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 Lenovo (India) Private Limited  Authorised Signatory
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Page: 1 / 1
 J & Com Office: LENOVO INDIA PVT LTD, FERNS ICON, LEVEL -2, DODDENAKUNDI VILLAGE, MARATHHALLI OUTER RING ROAD,
 RATHHALLI POST, KR PURAM HOBLI, BANGALORE- 560037.

Bank Details:
 Bank No: 0035570004, Citibank N.A., 506/507, Level 5, Prestige Meridian II, M.G. Road, Bangalore - 560001. (MICR # 560037002, RTGS/NIFT # CITI0000004,
 IFSC # CITIINBX)

Payment by Cheque/Post To:
 LENOVO INDIA PVT LTD, FERNS ICON, LEVEL -2, DODDENAKUNDI VILLAGE, MARATHHALLI OUTER RING ROAD, MARATHHALLI
 KR PURAM HOBLI, BANGALORE-560037

Terms & Conditions:
 Late payment fee of 2% per month will be charged from due date for payment. In the outstanding invoice value, 2.00% payment should be made prior to installation
 as specifically stated in otherwise by us.



Multimedia Computers

Iris Computers Ltd.

Khewat No.27 1/38, Vill. Marakhri,
Opp. CRPF Head Quarter, Industrial Area Gangyal
Jammu 180010

Page No. 1

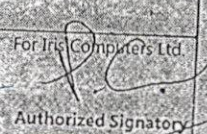
RETAIL INVOICE

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/G2020/2GE/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-C 0% Input Tax Credit is available on this invoice copy	<table border="1"> <tr> <td>Total Taxable Amount</td> <td>28,87,500.00</td> </tr> <tr> <td>Excise Amount</td> <td>0.00</td> </tr> <tr> <td>VAT/CST/WCT @0% on 100%</td> <td>0.00</td> </tr> <tr> <td>Add VAT</td> <td>0.00</td> </tr> <tr> <td>Service Tax</td> <td>0.00</td> </tr> <tr> <td>Cess on Service Tax</td> <td>0.00</td> </tr> <tr> <td>H & S EDU CESS on service Tax</td> <td>0.00</td> </tr> <tr> <td>Freight Recovered</td> <td>0.00</td> </tr> <tr> <td>Octroi Recovered</td> <td>0.00</td> </tr> <tr> <td>Less Cash Discount On Base Value</td> <td>0.00</td> </tr> <tr> <td>Rounding Off</td> <td>0.00</td> </tr> <tr> <td>TOTAL</td> <td>28,87,500.00</td> </tr> </table>	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
Total Taxable Amount	28,87,500.00																								
Excise Amount	0.00																								
VAT/CST/WCT @0% on 100%	0.00																								
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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: AAACI9670HST001
Terms & Conditions 1. Late Payment Fee of 2% per month will be charged in case of delay in payment on the outstanding invoice value. 2. In the event of default in payment beyond agreed period Iris will have the right to repossess the goods without further notice. 3. All payments should be made by A/C payee Cheque or DD in favour of IRIS COMPUTERS LTD. 4. In case any cheque is dishonored a service charges of Rs. 1000+Service Tax will be charged. 5. Responsibility of warranty lies with the manufacturer only. 6. Statutory Forms, if applicable, must be issued in advance or else tax be charged.		
Receiver's Signature	For Iris Computers Ltd.  Authorized Signatory	

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.org



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,

Handwritten notes:
7/7/12
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

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
01	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
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.....
 B.No: 353

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

CASHIER, INDIA PVT. LTD.



India Pvt. Ltd.

SI39042 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

Bangalore Jurisdiction Only

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
KANDLAKOYA, MEDCHAL ROAD

MEDCHAL - 501401

Customer: 12 173085 1

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

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

012/159 5717

TAX INVOICE 040V1031000

Article 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
ONIDA 39" FULL HD LCD LC024,890.83		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 noffe

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

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



[Handwritten 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.	3" 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	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 Burn/ Power supply and Adapter.

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

IMPORTER
&
EXPORTER

Off : 23313379
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

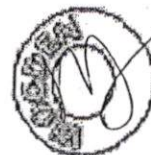
INVOICE

S.NO	ITEM	QTY	UNITPRICE	TOTALPRICE
1	TABLES	6	8487.00	50,922.00

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

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

FOR WOODEN





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

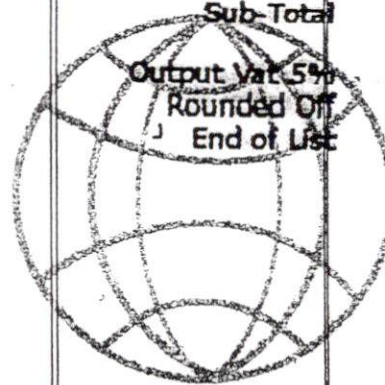
D.C. No. :

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.

Indian Rupees Fifteen Thousand Two Hundred Only

TOTAL : 15,200.00

VA FORMS LTD 999367822

Service Timing : 2.00 pm to 4.00 pm
Goods once sold cannot be taken
back or Exchanged
No Warranty on Burnt / Physical
Damage Track - Cut Items
Subject to Hyderabad Jurisdiction

Receiver's Signature
with seal

for Orient Business Services (P) Ltd.

GST TAX INVOICE

JJ COMPUTERS

25-586/2, SRIRAMNAGAR, SHAPURNAGAR, GAJULARAMARAM
 HYDERABAD - 500055, CONTACT:-9+91 9849071568/9515397074
 GST TIn No ANIPP9131C2ZZ

Bill to: CMR COLLEGE OF ENGINEERING & TECHNOLOGY Kandlakoya, Medchal Hyderabad GST No:	INVOICE No	Dated
	003/2018-19	16-Mar-19

Description of Service	HSN CODE	QTY	Units	RATE	Amount
DELL USB MOUSES	84716060	100	100 NO	211.86	21186.44
CONTUM HEADSETS	8518	100	100 NO	148.3	14830.5
Taxable Value					36016.94
ADD CGST 9%				3241.52	3241.52
ADD SGST 9%				3241.52	3241.52

Total
 FORTY TWO THOUSAND FIVE HUNDRED RUPEES ONLY 42500.00

Company's PAN : ANIPP9131C For JJ COMPUTERS

Receiver's Signature
 PRINCIPAL
 CMR COLLEGE OF ENGG & TECH
 Kandlakoya (V), Medchal Road,
 Hyderabad-501401.
 
 Authorized Signatory

Warranty will be provided only from manufacturers and authorised service centers only

Thanking You Note-Please make cheques in favor of "JJ COMPUTERS"

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 collaborative 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.

Contact Teacher

Ice Breaking

Exit

Colour Wheel of Fate

Introduction

Types

Questions

Activities

Videos

Colour Wheel of Fate

Look At Me

Pinball Preference

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

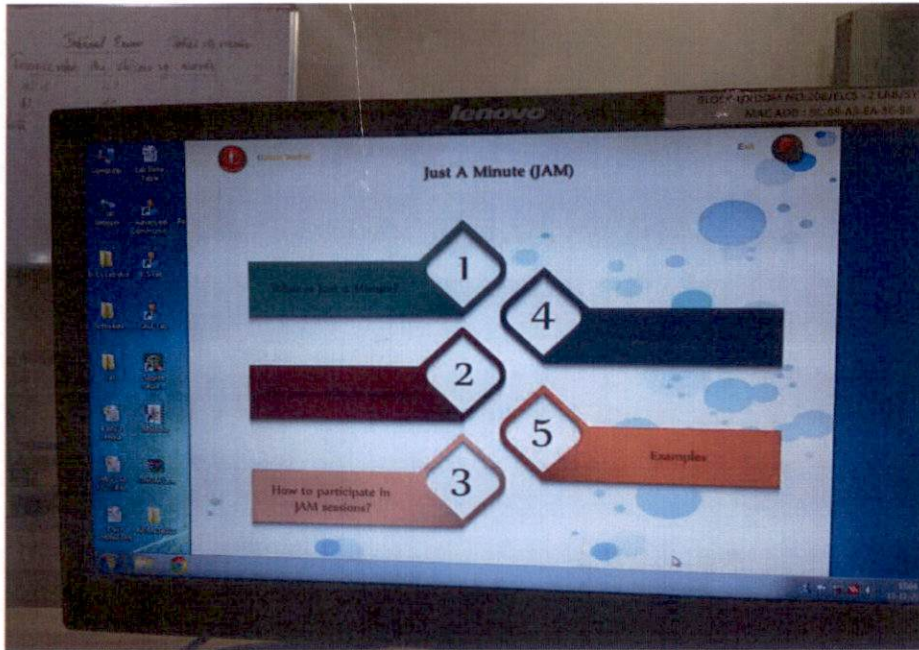
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

19-2019




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.

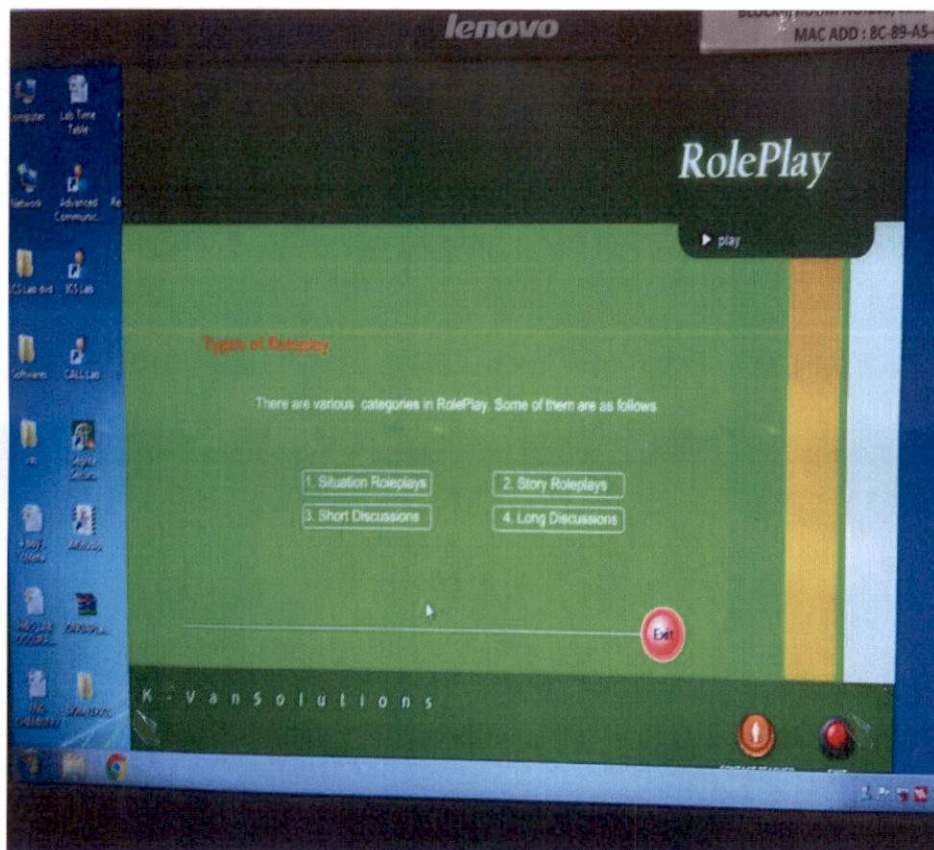
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakota (P.O.), Medchal Road,
Hyderabad-501401.



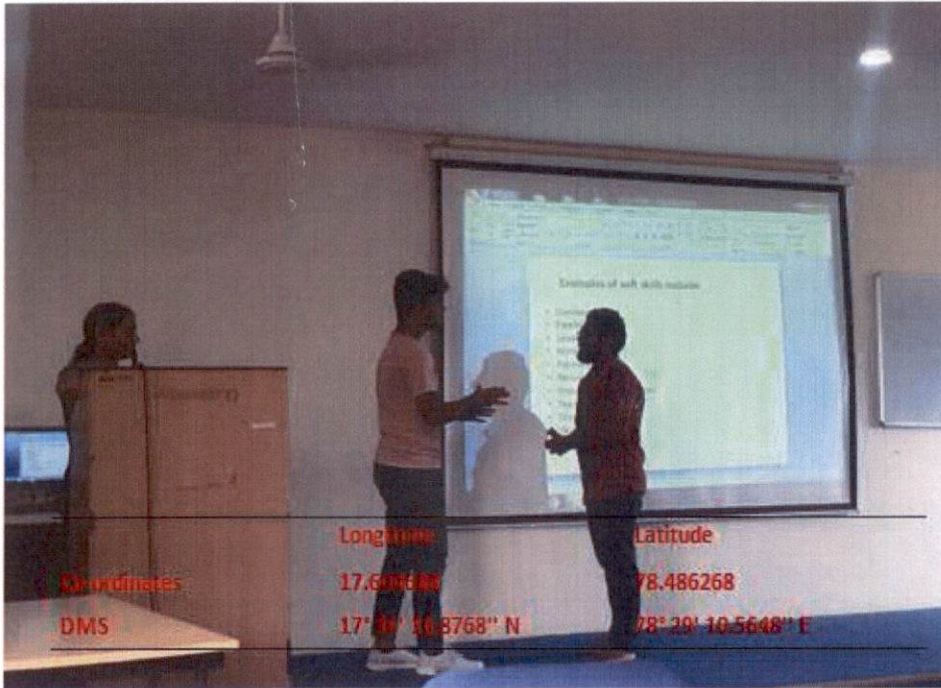
	Longitude	Latitude
Co-ordinates	17.604688	78.486268
DMS	17° 36' 16.8768" N	78° 29' 10.5648" E


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

3. 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.



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



Coordinates
DMS

Longitude
17.6048007
17° 36' 16.8768" N

Latitude
78.4862659
78° 29' 10.5648" E



Coordinates
DMS

Longitude
17.6048007
17° 36' 16.8768" N

Latitude
78.4862659
78° 29' 10.5648" E

17.60480074N 78.48626599E



PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakota, Medchal Road,
Hyderabad-501401.



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.

Date: 03/10/2018

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: **13th October 2018.**

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

Importance: To improve 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,


Convener

Recommended


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

permitted

03/10/18



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An autonomous institution with NAAC Accreditation (A Grade)

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

CMRCET/PRIN/LLC/CIR/AY-2018-19 /02

Date: 06/10/2018

CIRCULAR

This is to inform all the students that our college is organizing an **essay writing** on **13th October 2018** on the topic "**Water Conservation.**" Interested students may give their names to their respective departments on or before **12th October 2018**.

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

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

4. Report on:

Essay writing on “Water conservation” for I&II B.Tech Students.

13/10/2018



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
An Autonomous Institution with NAAC Accreditation (A Grade) *Approved by
AICTE *permanently affiliated to JNTUH *NBA Accreditation
KANDLAKOYA (V), MEDCHAL ROAD, HYDERABAD - 501 401

ESSAY WRITING ON WATER CONSERVATION

13th October 2018


Conducted by
DEPARTMENT OF ENGLISH

CMR College of Engineering & Technology


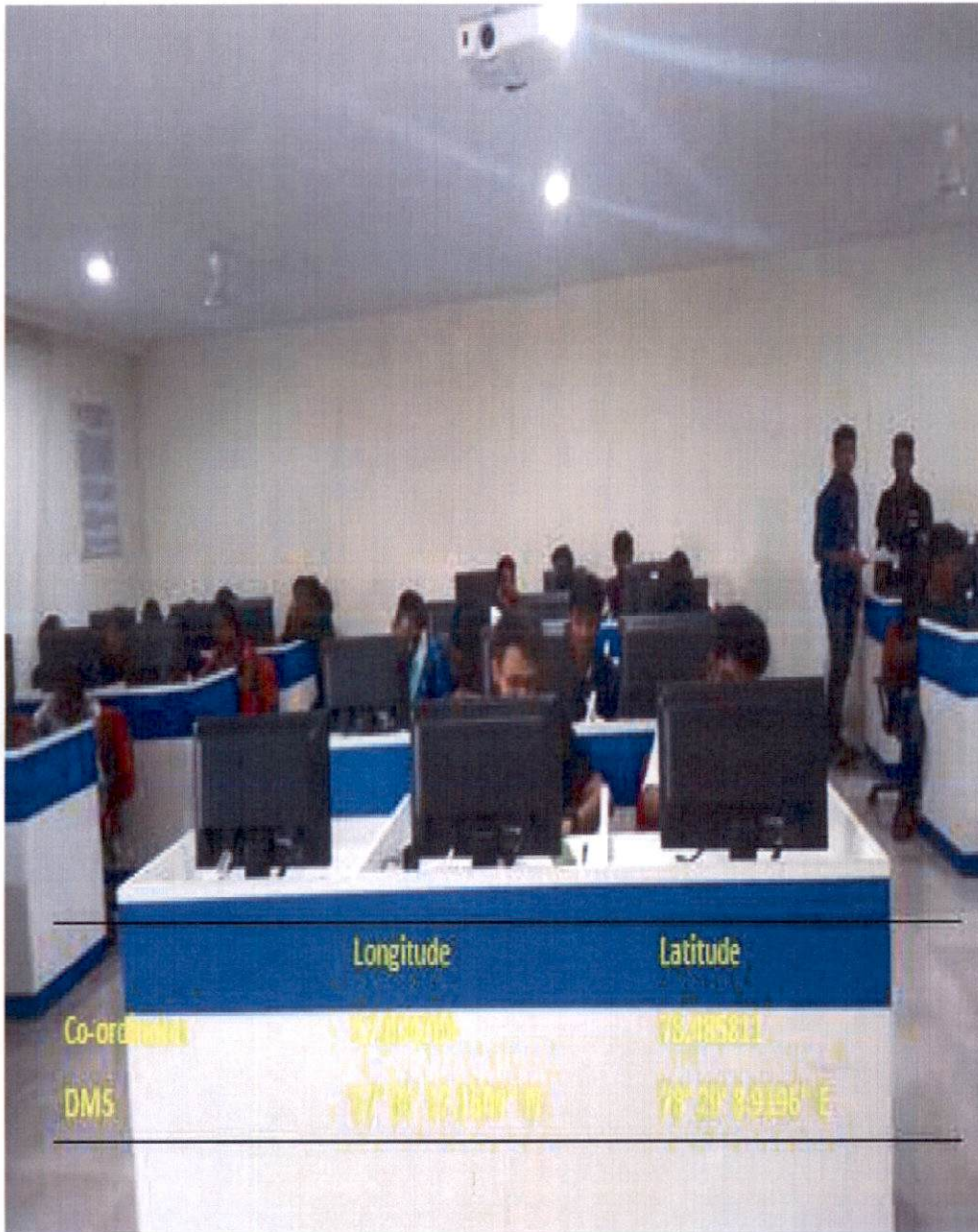
Outcome of the Event

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

The Department of English, CMRCET, conducted an essay writing competition for the students of the first and the second year B.tech on 13TH October 2018. The topic for the competition was “**Water conservation.**” Many students participated in the event held at the language lab. The students were given an hour time to write their essays. They assessed on the basis of their fluency, accuracy and expression apart from knowledge of the subject.

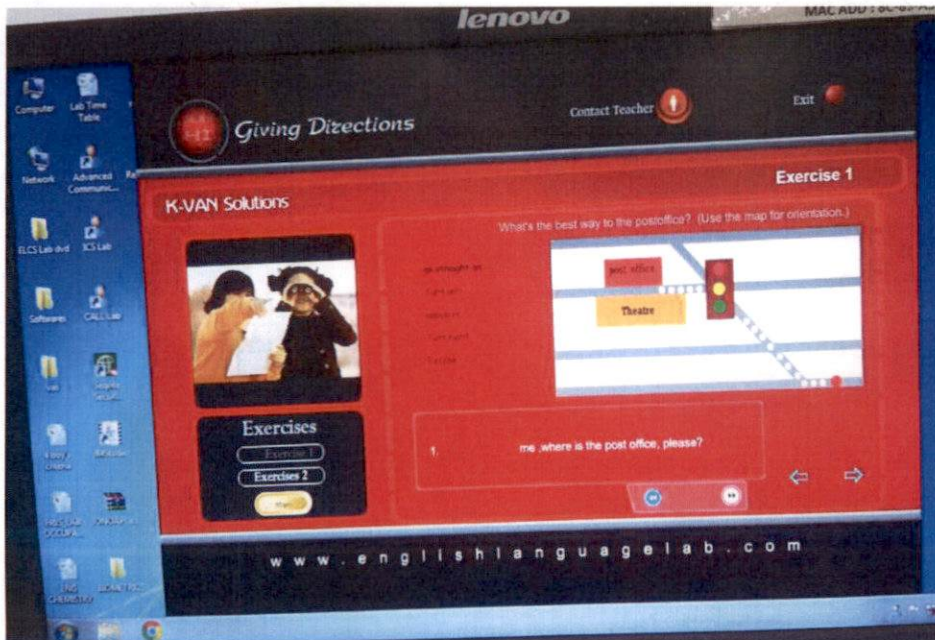


PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

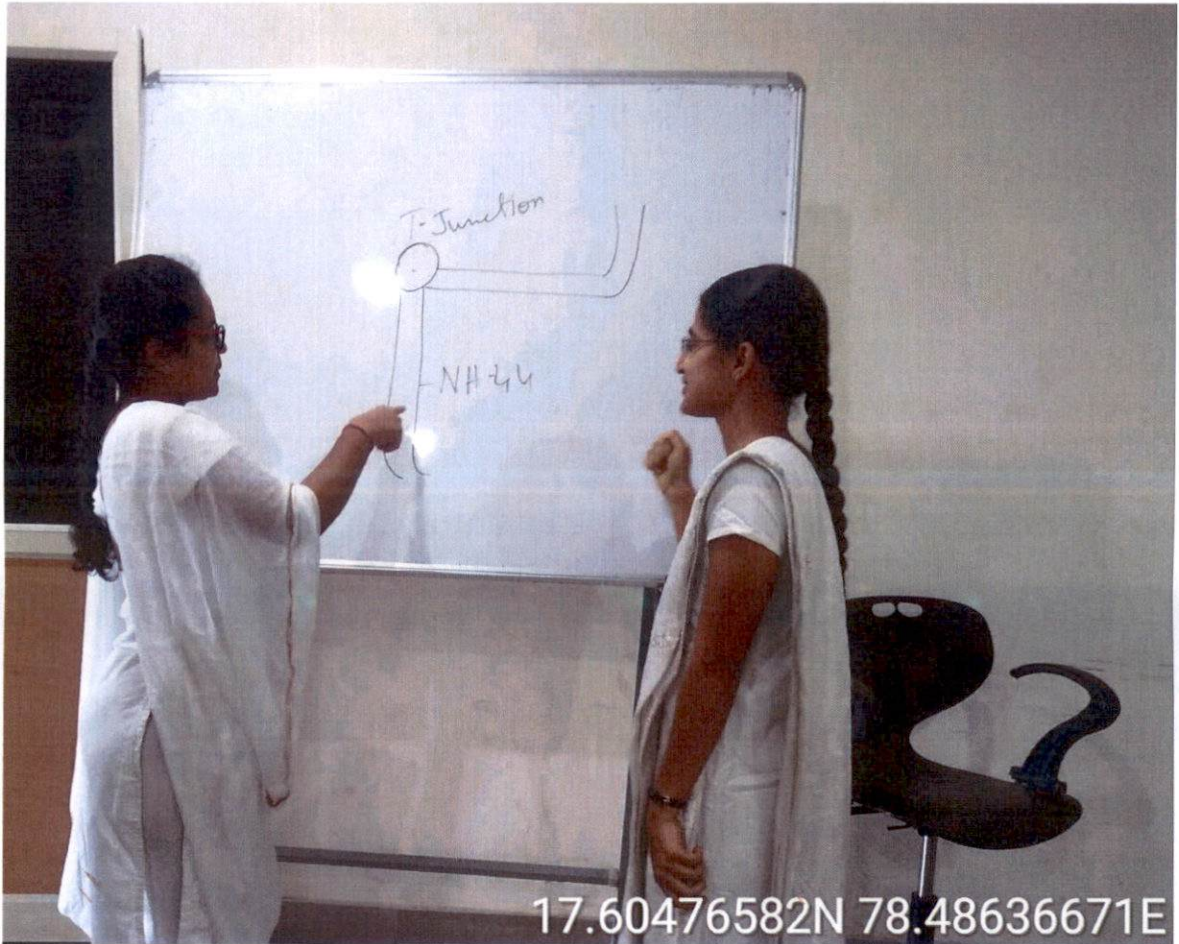


PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (M), Medchal Road,
Hyderabad-501401.


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.



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



17.60476582N 78.48636671E


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



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.

Date: 05/12/2018

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: **22nd December 2018.**

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,


Convener




05/12/18



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-2018-19/03

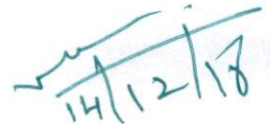
Date: 14 /12/2018

CIRCULAR

This is to inform all the students that our college is organizing **Literary Quiz** on **22nd December 2018**. Interested students may give their names to their respective departments on or before **21st December 2018**.

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

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


14/12/18
Principal

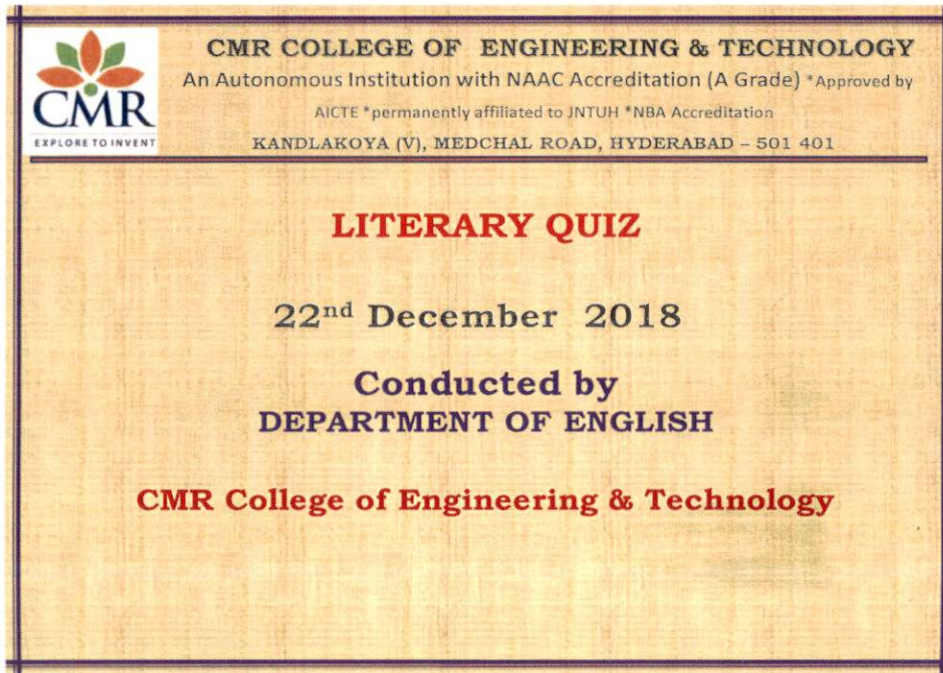
Copy submitted to: (1) Secretary garu (for your kind information please)

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 on 22nd December 2018 for I, II, & III B.Tech Students.



Outcome of the event

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 22nd December 2018. 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. The faculty from the department of English acted as the quiz masters for the event. After several rounds of quizzing the winners were announce.


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Co-ordinates

DMS

Longitude


17.604903

17° 36' 17.6508" N

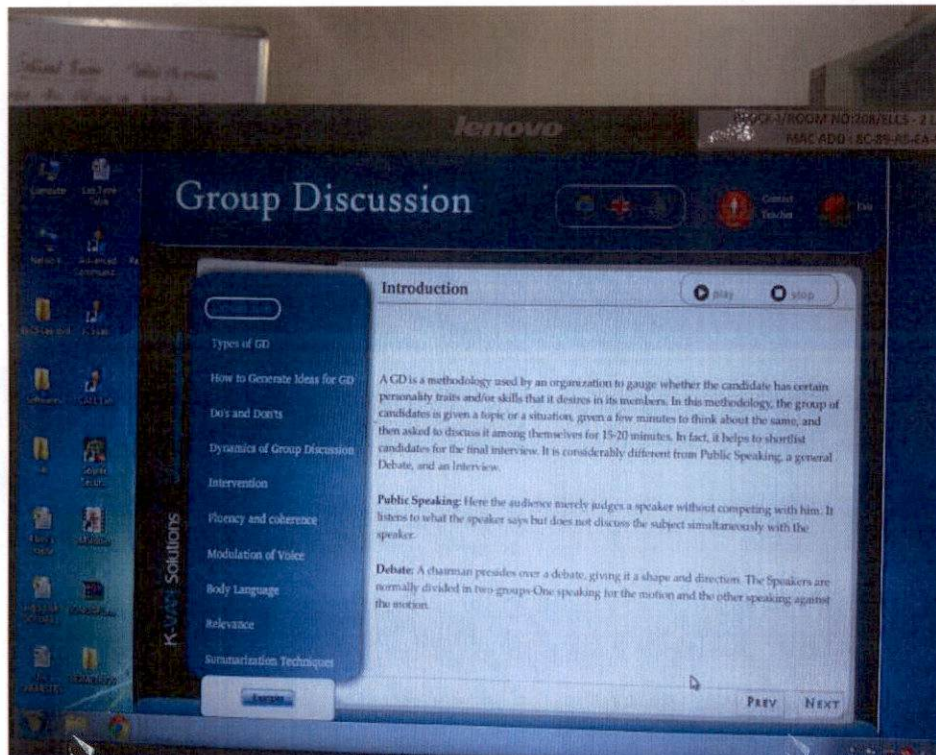
Latitude

78.486264

78° 29' 10.5504" E


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Hyderabad-501401.

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 interpersonal 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.



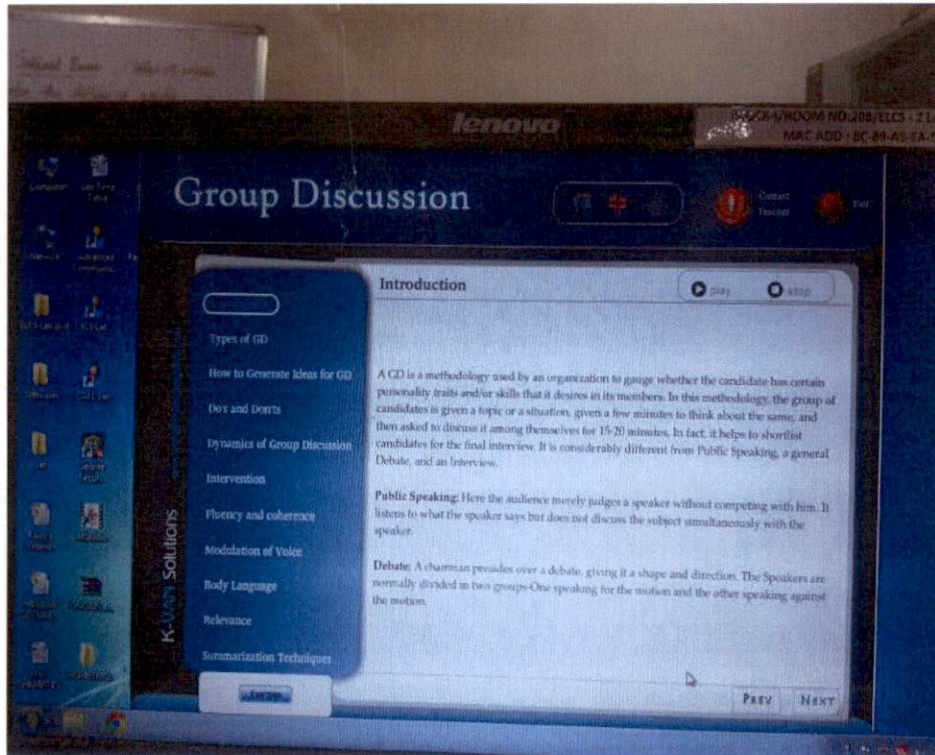

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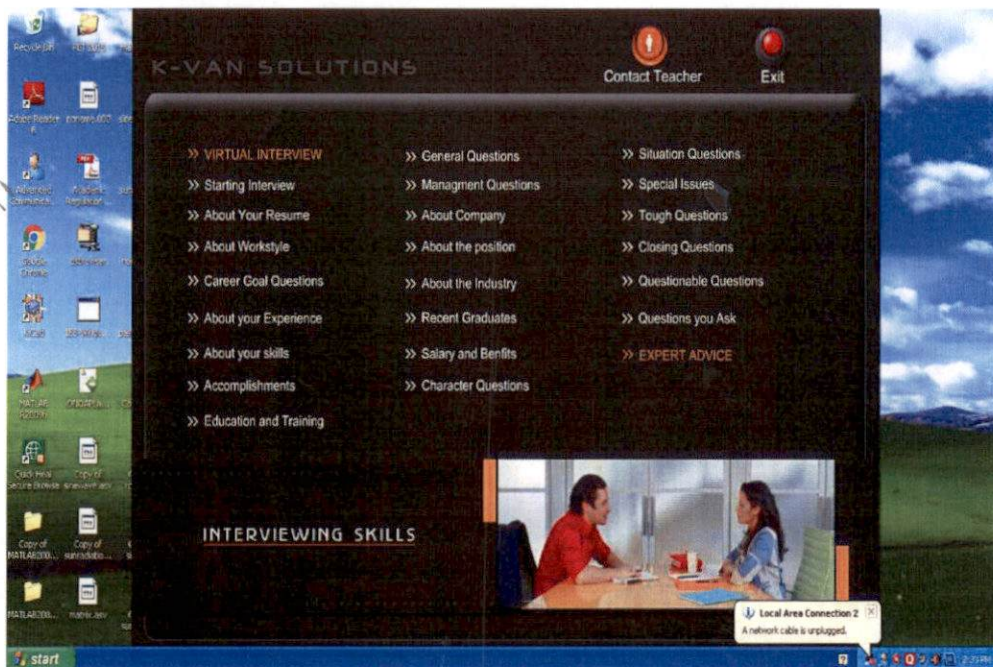


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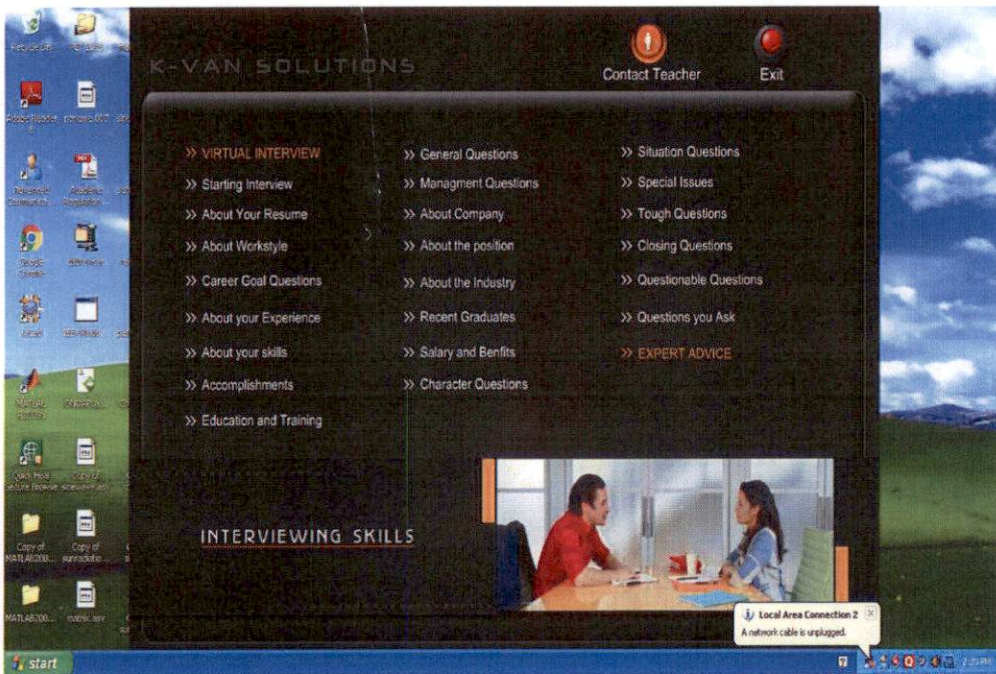


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Hyderabad-501401.

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.



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 Kandlakoya (N), Medchal Road,
 Hyderabad 501 401



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Date: 03/01/2019

To
The principal
CMRCET
Kandlakoya

Respected Sir,

Forwarded Through IQAC Coordinator

Sub: Request for permission to conduct an event on **Elocution** –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: **19th January 2019.**

Name of the event: **Elocution.**

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,

tahr
Convener

Recommended

[Signature]

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

permitted to conduct
03/01/19



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CMRCET/PRIN/LLC/CIR/AY-2018-19/04

Date: 09/01/2019

CIRCULAR

This is to inform all the students that our college is organizing **Elocution** on **19th January 2019**. The Elocution topic on "**Make in India Project**." Interested students may give their names to their respective departments on or before **18th January 2019**.

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

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


09/01/19

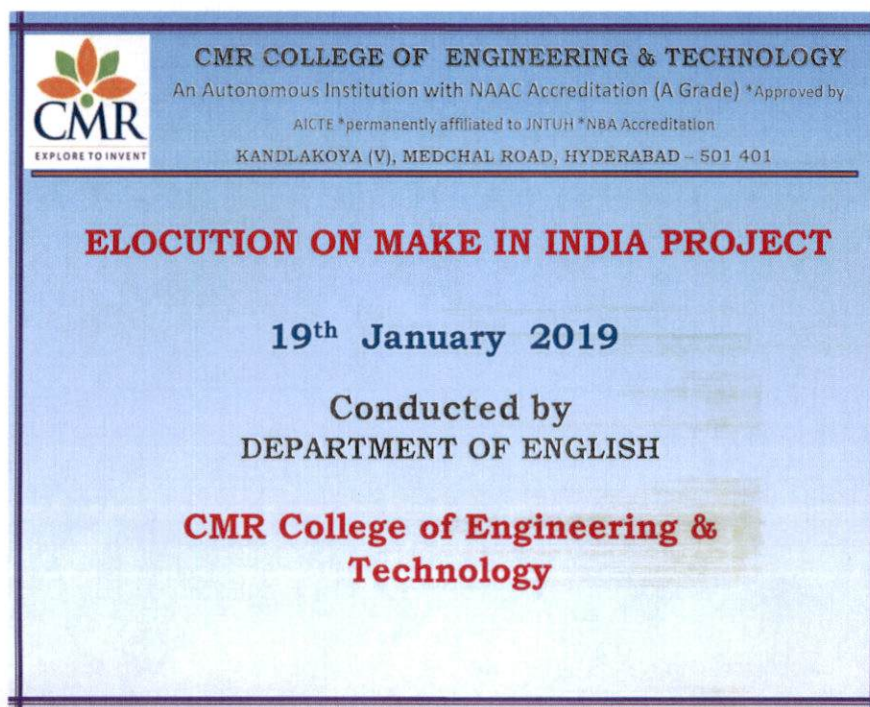
Principal

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

9. Report on:


Elocution Competition on “Make in India Project” on 19th January 2019 for I.B.Tech I & II year Students.

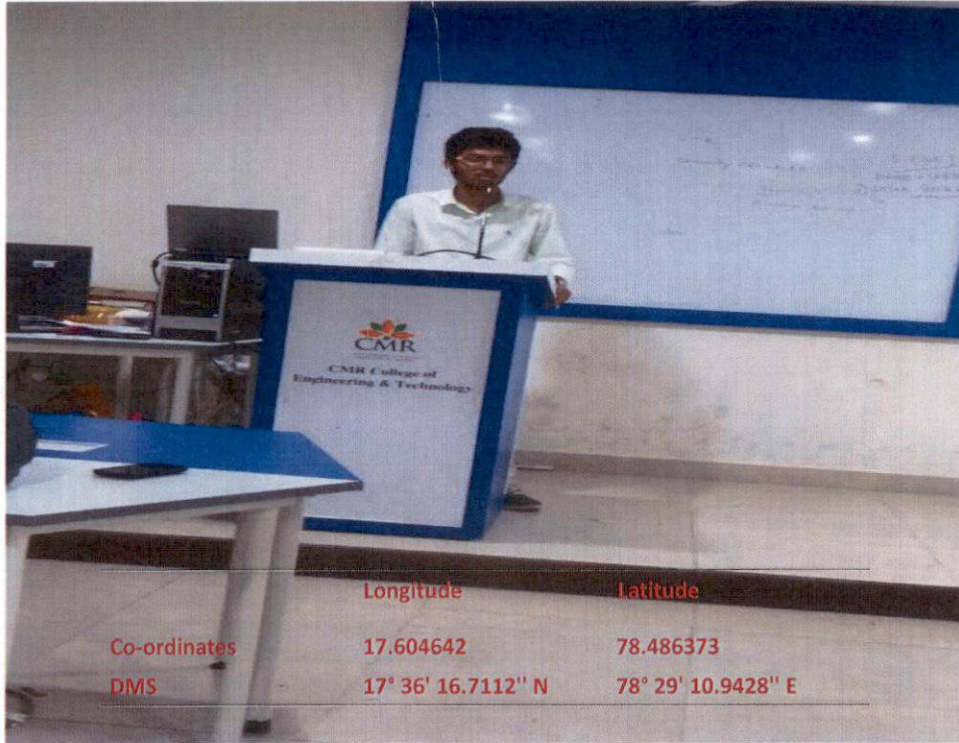


Outcome of the Event

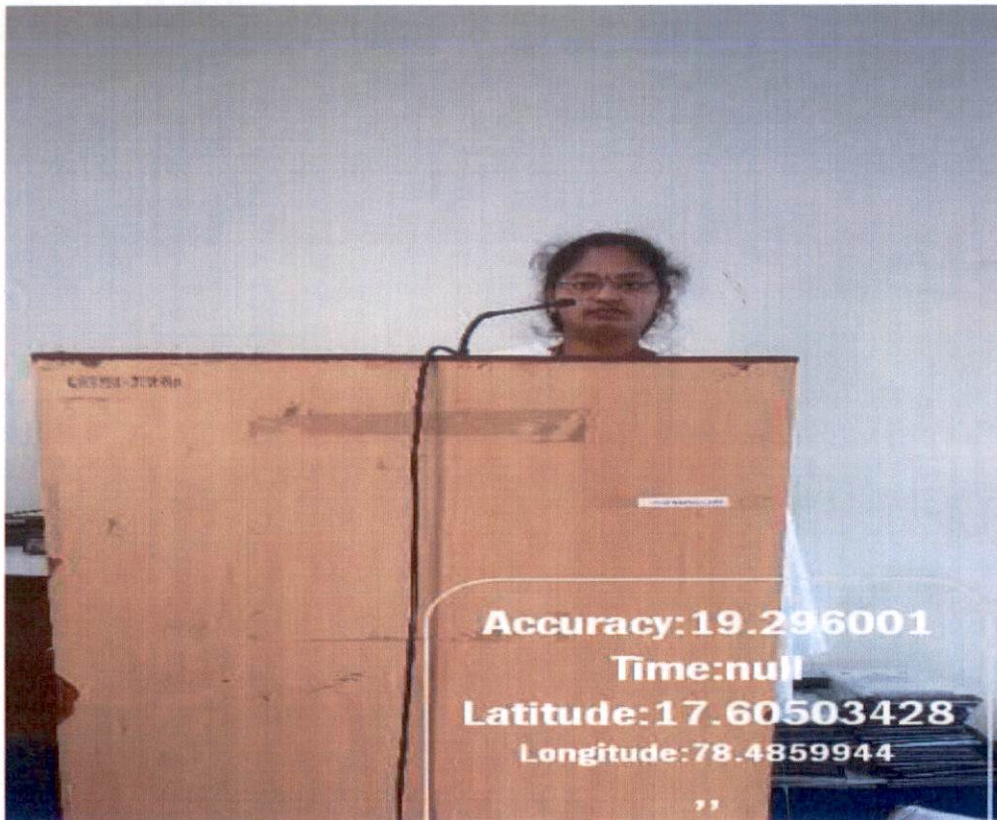
Aim: Elocution is the art of effective public speaking, with particular attention to the clear, distinct, and socially acceptable pronunciation of words.

The Department of English, CMRCET, conducted an elocution competition for the students on 19th January 2019. The first year and the second year B.Tech students actively participated and spoke on “Make in India Project.” The students explained how unity makes a country strong and how diversity is a source of strength. The senior students from the third and fourth year B.tech supported the faculty in organizing the event. The judges appreciated the participation of the students. They declared the following students as the winners in elocution.


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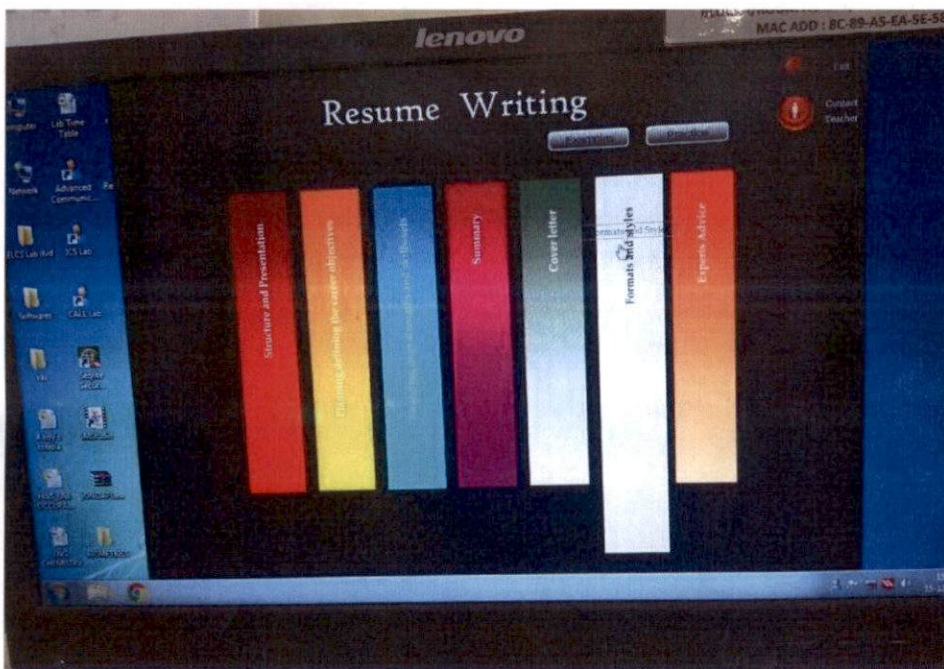
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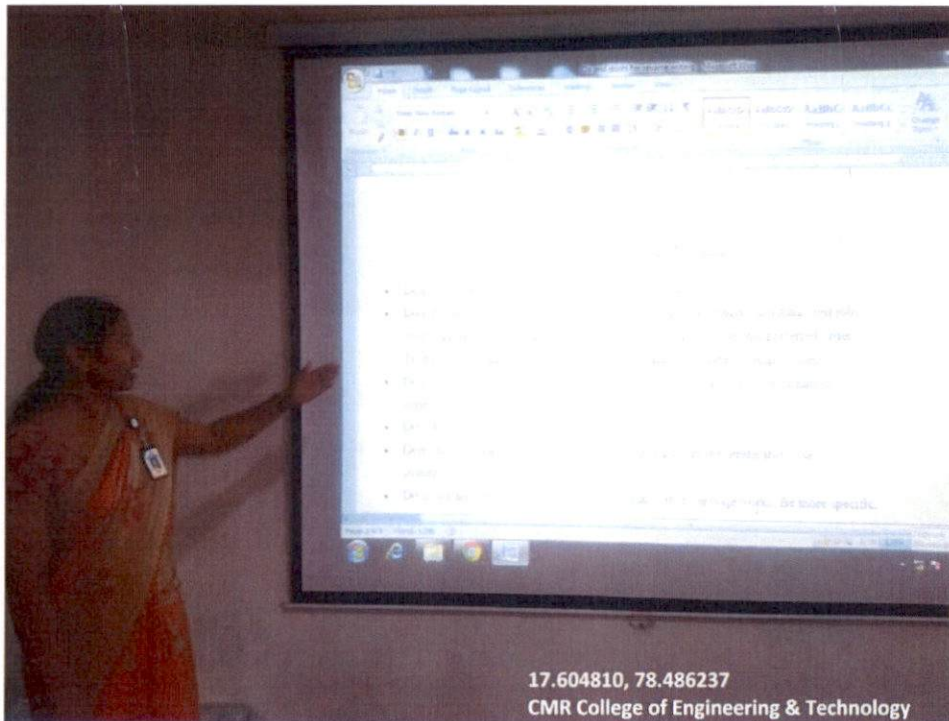
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Time: null
Latitude: 17.60503428
Longitude: 78.4859944

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Hyderabad-501401.

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.

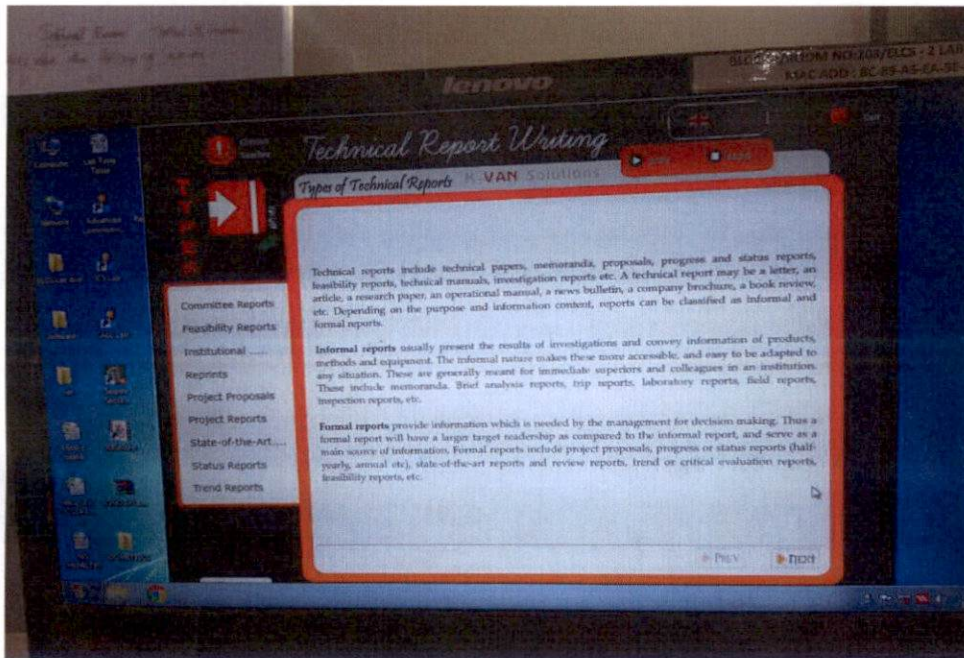



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Hyderabad-501401.




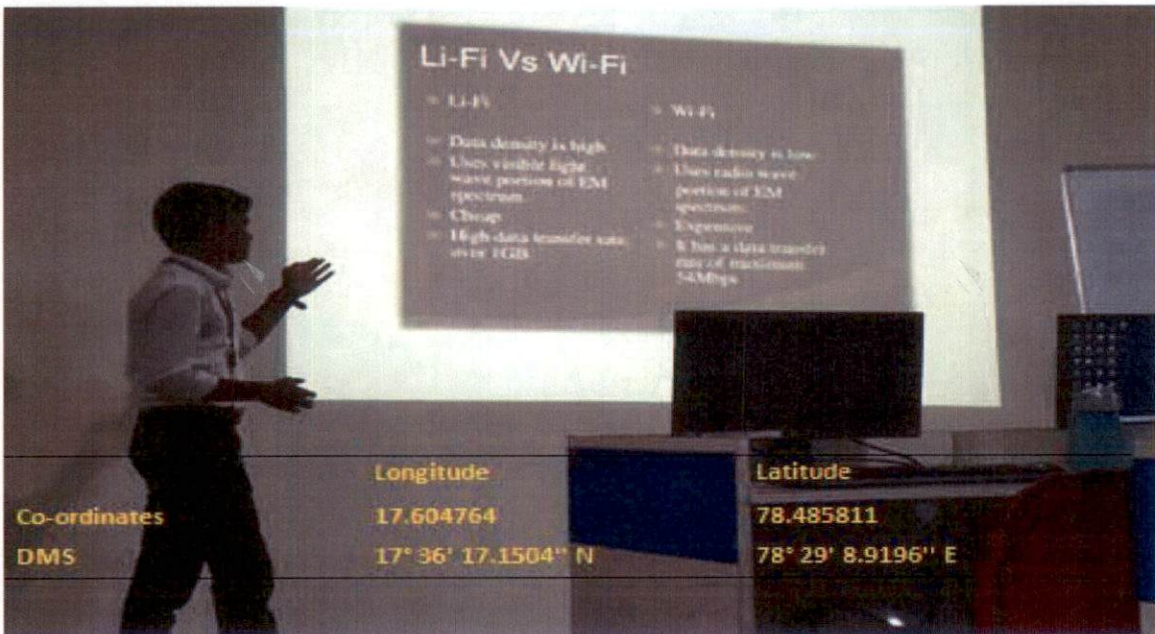
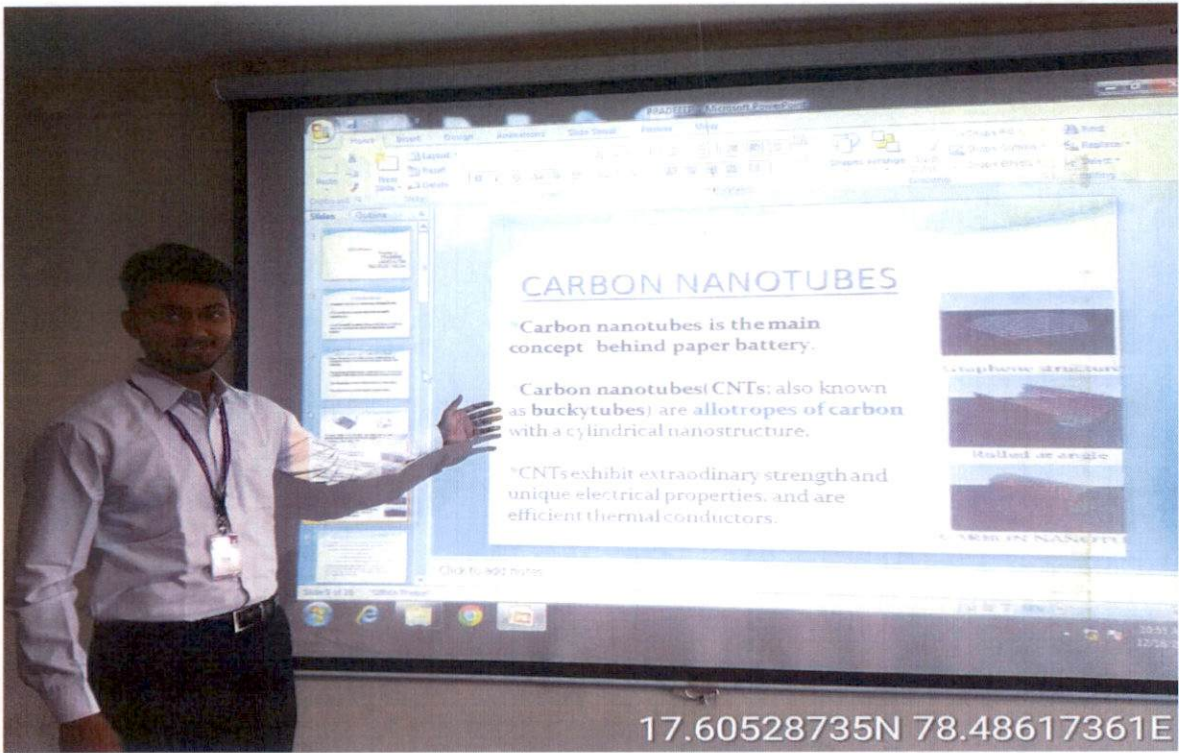
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11. Technical Report writing: Careers in industry or for that matter any career calls for report writing skills. Keeping in view of the requirements of both the industry and the students, the language lab included report writing in its syllabus. In the lab the students are introduced to the basic purpose of a report: the spoken or written account of something that one has observed, 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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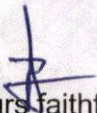
Dt: 6-12-2018

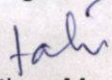
To:
The Principal
CMR College of Engineering & Technology
Kandlakoya
Medchal.

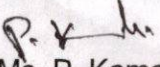
Sir,

Sub: Organizing A Two Day National Conference in Pedagogical
Developments and Strategies in English Language and Literature, and
Recent Trends in Mathematical Sciences on 8th & 9th March -Regarding.

We, the Departments of English and Mathematics have decided to take an initiative in organizing 'A two day National Conference in Pedagogical Developments and Strategies in English Language and Literature, and Recent Trends in Mathematical Sciences' on 8th & 9th March 2019. In this regard, we sincerely request you to consider our request and grant permission to organize the conference and make it successful.

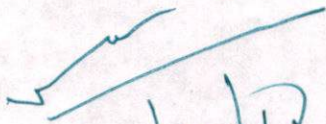

Yours faithfully
Dr. R. Sucharan Reddy
Dept. of English & Convener


Ms. S. Fatima Mary
Dept. of English & Co-Convener


Ms. P. Kamala,
Dept. of Mathematics & Co-Convener

HOD (HSS)

Permission is granted
and go ahead with
future planning


06/12/18



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CMRCET/PRIN/LLC/CIR/AY-2018-19/06

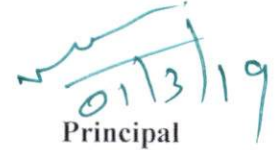
Date: 01 /03/2019

CIRCULAR

This is to inform all the faculty, staff and students that our college is organizing A Two day National conference on “**Pedagogical Developments and Strategies in English language and Literature**” on **8th&9th March 2019**. Interested students may give their names to English department on or before **5th March 2019**.

Venue: CMRCET, Auditorium in Block-II

Timings: 10:00.A.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

12. Report on:

A Two Day national Conference- 2018-2019 on 8th & 9th March 2019.

Two Day National Conference


CMR
LIFE IS ALL ABOUT LEARNING


on

**“Pedagogical Developments and Strategies in English
Language and Literature”**

AND

“Recent Trends in Mathematical Sciences”

Dates : 8 & 9 March 2019 (Friday & Saturday)



Organized

By

Dept. of English & Mathematics (H&S)

Venue

CMR College of Engineering & Technology
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Kandlakoya , Medchal Road, Hyderabad - 501 401. Telangana. INDIA.
Mobile: 9248727210, Email: info@cmrcet.ac.in



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



Co-ordinates 17.604650 Longitude 78.485994
 DMS 17° 36' 16.74" N 78° 29' 9.5784" E



Co-ordinates 17.604650 Longitude 78.485994
 DMS 17° 36' 16.74" N 78° 29' 9.5784" E


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Kandlakoya, Medchal Road, Hyderabad - 501 401. Telangana. INDIA
www.cmrct.ac.in

First

Two Day National Conference on

"Pedagogical Developments and Strategies in English Language & Literature"

Dates: 8 & 9 March 2019 (Friday & Saturday)


Certificate

This is to certify that Prof/Dr/Mr/Ms _____


From _____ has participated in the National Conference on "Pedagogical Developments and Strategies in English and Mathematics" organized by H&S Dept. (English & Mathematics) CMR College of Engineering & Technology, Medchal, Hyderabad, Telangana, INDIA on 8th & 9th March 2019.

He/She has presented a research paper titled _____

His/Her participation is appreciated.


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





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12. Report of the conference:

Pedagogical Developments and Strategies in English Language and Literature

The Department of English, CMR College of Engineering and Technology, conducted a two day national conference on “Pedagogical Developments and Strategies in English Language and Literature” at CMRCET on 8th and 9th March 2019. Prof A.Ramakrishna Rao, retired Head of the Department of English, JNTUH and Prof K.Venkat Reddy, English and Foreign Languages University were invited as the keynote speakers. Mr. M.Nagaraju, teacher trainer and Mr.Kiran Chander, Lead Trainer and CEO Confidemy were the resource persons for the event. The conference invited papers for presentation in several aspects of ELT such as Blended Learning, Phonetics, Business English, English for Specific Purposes. In literature it invited papers in areas such as Indian Literature, American Literature, and Commonwealth Literature. Prof Ramakrishna Rao highlighted the importance of English language skills for the engineers in a globalised world. Prof Venkat Reddy introduced the participants to contemporary modes of learning. Apart from presentations, the participants were introduced to changing nature of methodologies in language learning and teaching. Prof Fatima Mary, Head of the Department, thanked the keynote speakers, the resource persons and the participants for making the event a grand success.



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Summary of Receipts and Expenditure of the **Two Day National Conference in English Language and Literature on 8th and 9th March.**

CREDIT (Receipts)

DEBIT (Expenditure)

Sl. No.	Details	Amount (Rs.)	Sl. No.	Details	Paid / Not Paid	Amount (Rs.)
1	Registered Through Bank	54,350 ✓	1.	Speakers Remuneration	Paid	28,000 ✓
2	Registered Through Cash	10,450	2.	Cabs Utility	Paid	7,210 ✓
			3.	Bouquets, Decoration items	Paid	2,740 ✓
			4.	Conveyance	Paid	2,000 ✓
			5.	Food	Not paid	13,470
			6.	Conference Kit	Not Paid	15,613
			7.	Conference Proceedings & Certificates	Not paid	8,550
			8.	Postal Charges	Paid	1,000 ✓
	Total	64,800				78,583

Total amount received = Rs. 64,800

Total amount spent = Rs. 78,583

Balance amount paid by the college = Rs. 13,783

R.S. Reddy
Convener
(Dr. R. Sucharan Reddy)

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Hyderabad-501401.

1
64,800
50,000
1,14,800
54,350
10,450
78,583
13,783



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CMRCET/PRIN/LLC/CIR/AY-2018-19/07

Date: 26/03/2019

CIRCULAR

All the language lab committee members are hereby informed that, the Annual review of language lab committee meeting is scheduled on 29th March 2019. 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. Two Day National Conference- 2018-2019

26/03/19

Principal

Copy submitted to: (1) Secretary Garu: for your kind information please.

Copy to: (1) Deans

- (2) Examinations
- (3) IQAC
- (4) All HODS
- (5) Administrative officer
- (6) Accounts officer
- (7) Training & Placement
- (8) Physical Director
- (9) Librarian



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ACADEMIC YEAR: 2018-19 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING


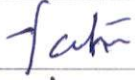
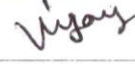
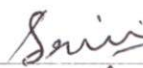
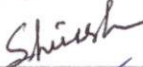



1. The Second annual meeting was held on 29th March 2019 from 2.30 to 3:50 p.m. in the AECS lab.
 2. The Convener welcomed all the committee members.
 3. All the events were conducted smoothly with the help of all committee members.
 3. The convener started the meeting congratulations to all organizing committee, volunteers, and management for smooth conduction of current academic year.
 4. The problems faced in conduction of events and Two Day National Conference 2019.
 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	13/08/2018 to 18/08/2018	Ice Breaking Activity
2	03/09/2018 to 08/09/2018	Just A minute
3	08/10/2018 to 12/10/2018	Role Play
4	13/10/2018	Essay Writing
5	29/10/2018 to 03/11/2018	Giving Directions
6	22/12/ 2018	Literary Quiz
7	24/12/2018 to 29/12/2018	Group Discussion
8	07/01/2019 to 12/01/2019	Interview Skills
9	19/01/ 2019	Elocution
10	28/01/2019 to 02/02/2019	Resume Writing
11	18/02/2019 to 23/02/2019	Technical Report Writing(PPT)
12	08/03/2019 to 09/03/2019	Two Day National Conference


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Hyderabad-501401.

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.Santosh V.Kulkarni	Associate Professor	Member	
7	Ms. T.Swapna Rani	Assistant Professor	Member	
8	Ms.P. Sruthi	Associate Professor	Member	


Convener


Principal



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Date: 02/04/2019

To
IQAC Coordinator
CMRCET
Kandlakoya

Respected Sir,

Sub: Submitting the Language Lab Committee Annual Report –Regarding.

Language lab Annual Report

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** software 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 2018-19 started on 16 the JULY 2018. After the mandatory induction program the class work commenced on 30th July. The class work continued till 24th November 2018 for the first semester. 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 28th June and continued till the end of October. 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.


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Dr.Ayesha, Dr Sahana, Mr Suneel Kumar and Mrs Laxmi 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 the concepts and train the students. The group discussions were conducted in the adjoining room which is specially meant for the training purposes.


Report on Conference 2019. Pedagogical Developments and Strategies in English Language and Literature

The Department of English, CMR College of Engineering and Technology, conducted a two day national conference on “Pedagogical Developments and Strategies in English Language and Literature” at CMRCET on 8th and 9th March 2019. Prof A.Ramakrishna Rao, retired Head of the Department of English, JNTUH and Prof K.Venkat Reddy, English and Foreign Languages University were invited as the keynote speakers. Mr. M.Nagaraju, teacher trainer and Mr.Kiran Chander, Lead Trainer and CEO Confide my were the resource persons for the event. The conference invited papers for presentation in several aspects of ELT such as Blended Learning, Phonetics, Business English, English for Specific Purposes. In literature it invited papers in areas such as Indian Literature, American Literature, and Commonwealth Literature. Prof Ramakrishna Rao highlighted the importance of English language skills for the engineers in a globalised world. Prof Venkat Reddy introduced the participants to contemporary modes of learning. Apart from presentations, the participants were introduced to changing nature of methodologies in language learning and teaching. Prof Fatima Mary, Head of the Department, thanked the keynote speakers, the resource persons and the participants for making the event a grand success.

Programs/Events conducted by Language Lab

The following subjects were dealt by the concerned lab teachers for the Language Lab in academic year 2018-19.


S.No	Date of the Event	Name of the Event
1	13/08/2018 to 18/08/2018	Ice Breaking Activity
2	03/09/2018 to 08/09/2018	Just A minute
3	08/10/2018 to 12/10/2018	Role Play
4	13/10/2018	Essay Writing
5	29/10/2018 to 03/11/2018	Giving Directions
6	22/12/ 2018	Literary Quiz
7	24/12/2018 to 29/12/2018	Group Discussion
8	07/01/2019 to 12/01/2019	Interview Skills
9	19/01/ 2019	Elocution
10	28/01/2019 to 02/02/2019	Resume Writing
11	18/02/2019 to 23/02/2019	Technical Report Writing(PPT)
12	08/03/2019 to 09/03/2019	Two Day National Conference


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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 (2018-19). 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.


Convener


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