



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-2018-19/07

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
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ACADEMIC YEAR: 2018-19 LANGUAGE LAB COMMITTEE



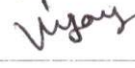
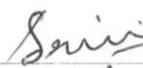
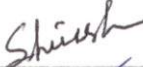


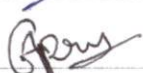
MINUTES OF MEETING

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


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