



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/A.Y-2019-20/01

Date: 28/04/2019

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 the 11th May, 2019 in AECS Lab.

Agenda

1. Review of the previous year's language lab activities and events.
2. Planning activities for the forthcoming year.

It is mandatory for the entire committee member to attend.

Principal

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

Copy to: (1) IQAC

- (2) Deans
- (3) All HODS
- (4) Admn. Officer
- (5) Exam Branch
- (6) Accounts officer
- (7) Librarian
- (8) Training & Placement
- (9) Faculty concerned



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ACADEMIC YEAR: 2019-20 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 11th May 2019 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.

3. The meeting commenced with the Chairman welcoming and congratulating the committee members on the laudable works done during the previous year.
4. 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 | 22/07/2019-29/07/2019 | Ice Breaking Activity |
| 2 | 05/08/2019-10/08/2019 | Just A minute |
| 3 | 02/09/2019-07/09/2019 | Role Play |
| 4 | 21/10/2019-26/10/2019 | Giving Directions |
| 5 | 30/11/2019 | Elocution & Caption Writing |
| 6 | 07/12/2019 | Debate & Story Telling |
| 7 | 16/12/2019-21/12/2019 | Group Discussion |
| 8 | 02/01/2020-08/01/2020 | Interview Skills |
| 9 | 20/01/2020-25/02/2020 | Resume Writing |
| 10 | 07/02/2020-12/02/2020 | Technical Report Writing(PPT) |


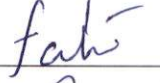

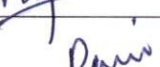
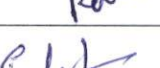
The meeting came to a close after all the attendees decided to work for the welfare of the students.


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


The Faculty who attended the first meeting of the **Language lab Committee** on 11th of May 2019 for the Annual Year 2019 – 2020.

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.P.Hima Bindu | Associate Professor | Member |  |
| 4 | Dr. J. Srinivasa Rao | Professor | Member |  |
| 5 | Ms.R.Shireesha | Associate Professor | Member |  |
| 6 | Mr.A.Harish | Assistant Professor | Member |  |
| 7 | Ms.T.Swapna Rani | Assistant Professor | Member |  |
| 8 | Ms. R.Suhasini | Associate Professor | Member |  |


Convener


Principal