

A.Y .2020-2021



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An autonomous institution with NAAC Accreditation (A Grade)
Approved by AICTE Affiliated to JUNTUH *NBA Accreditation

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

CMRCET/PRIN/LLC/A.Y-2020-21/01

Date: 22/05/2020

OFFICE ORDER

The Language Lab Committee has been reconstituted for the academic year 2020-2021 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.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

Handwritten signature in green ink
22/5/20

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-2020-21/01

Date: 07/06/2020

CIRCULAR

This is to inform all the members of the language Lab committee that, there will be a virtual meeting of the committee at 3:00 pm. on the 10th June, 2020.

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.

07/6/2020

Principal

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

- Copy to:** (1) IQAC
(2) Deans
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ACADEMIC YEAR: 20120-21 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 10th June 2020 from 3:00 to 4:00 p.m. virtual meeting.
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	07/12/2020-12/12/2020	Ice Breaking Activity
2	14/12/2020-18/12/2020	Just A minute
3	21/12/2020-30/12/2020	Role Play
4	04/01/2021-08/01/2021	Group Discussion
5	12/01/2021	National Youth Day
6	18/01/2021-22/01/2021	Interview Skills
7	25/01/2021-29/01/2021	Resume Writing

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 10th of June 2020 for the Annual Year 2020 – 2021.

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



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Year Plan 2020-2021

S.No	Date of the Event	Dept./ Committee	Name of the Event	Details
1	07/12/2020-12/12/2020	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	14/12/2020-18/12/2020	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	21/12/2020-30/12/2020	Language Lab Committee	Role Play	To develop self esteem and confidence. Helps to develop real communication skills in leadership, interviewing and social interaction.
4	04/01/2021-08/01/2021	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.
5	12/01/2021	Language Lab Committee	National Youth Day	National Youth Day is celebrated to commemorate the birthday of Swami Vivekananda. The main objective behind the celebration is to propagate the philosophy and the ideals of Swami Vivekananda for which he lived and worked them together.
6	18/01/2021-22/01/2021	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
7	25/01/2021-29/01/2021	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

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

Coordinator

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



Principal



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Date: 22.05.2020

To,
IQAC Coordinator
CMRCET
Kandlakoya

Sub: Permission to organize different events under language Lab Committee in the
A.Y:2020-21 – 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: 2020-21.

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

The Events are as follows:

S.No	Date of the Event	Name of the Event
1	07/12/2020-12/12/2020	Ice Breaking Activity
2	14/12/2020-18/12/2020	Just A minute
3	21/12/2020-30/12/2020	Role Play
4	04/01/2021-08/01/2021	Group Discussion
5	12/01/2021	National Youth Day
6	18/01/2021-22/01/2021	Interview Skills
7	25/01/2021-29/01/2021	Resume Writing

Thanking you,

Yours sincerely,


Convener

Recommended

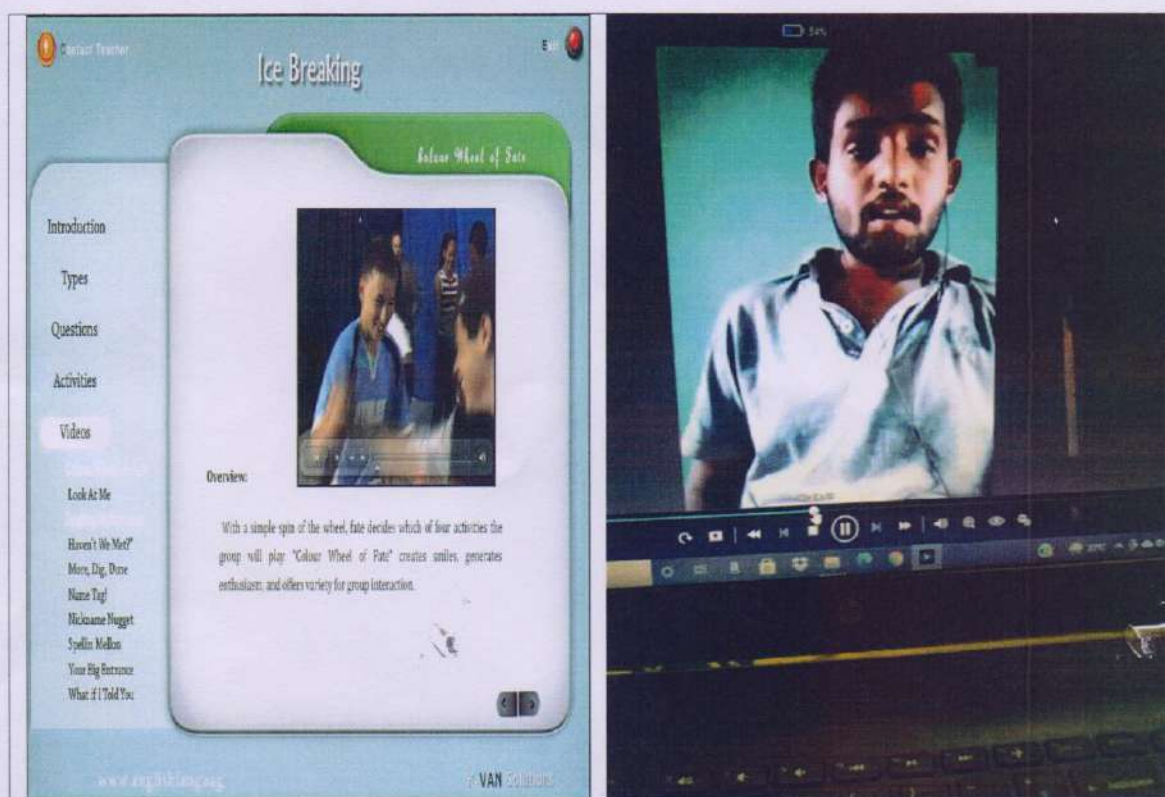
Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.

Lab activities and events:

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.

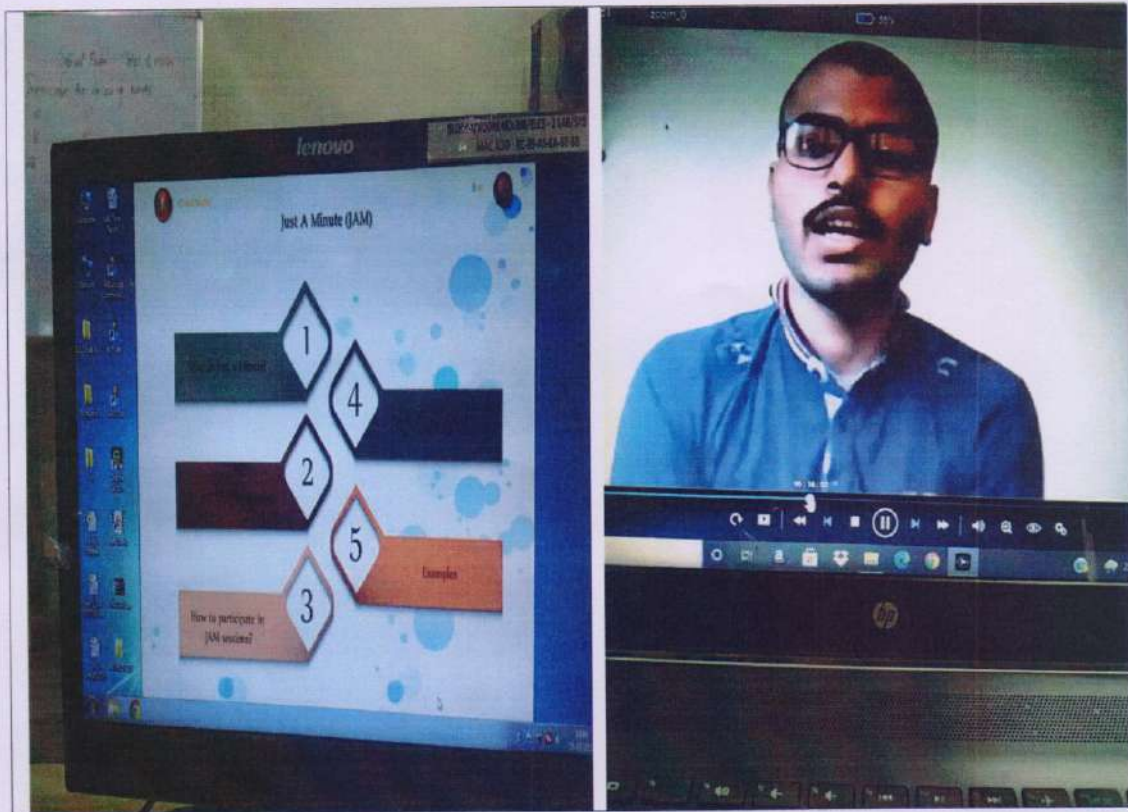


1. **Ice-breaking activity:** Ice-breakers are speaking activities used with a new class in order to give the learners an opportunity to meet each other. In order to complete an ice-breaker task learners must talk to each other. These allow the new comers to talk to each other and know each other well. 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.

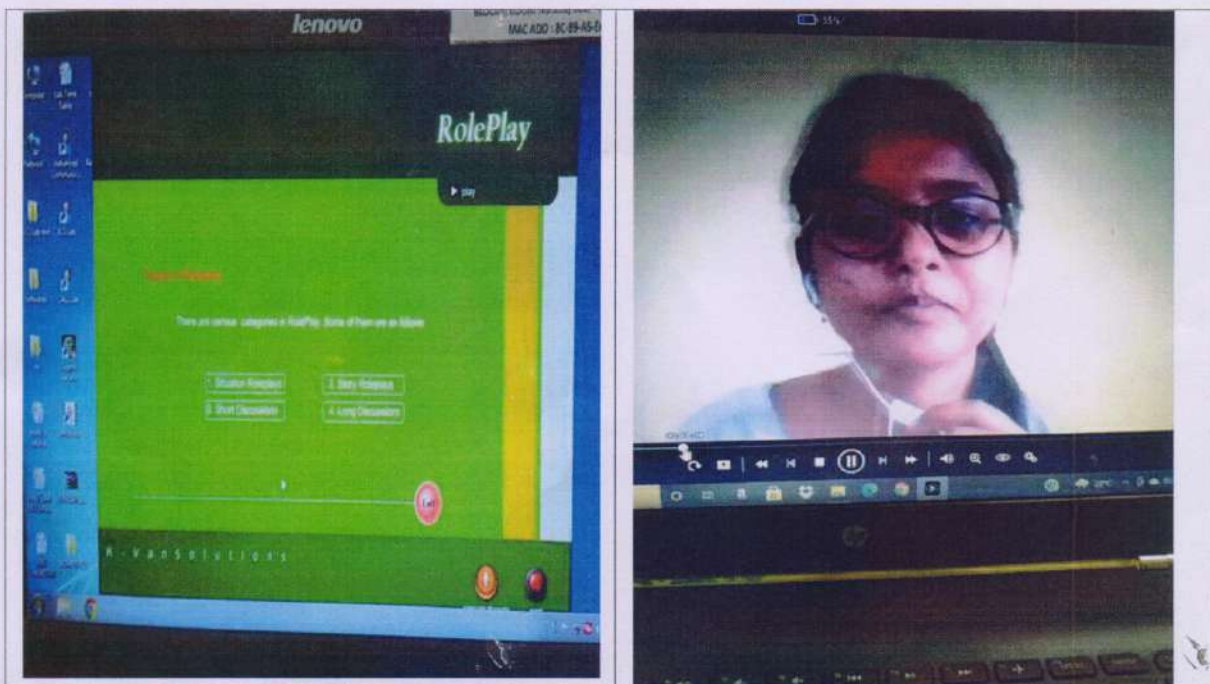


The image shows two side-by-side screenshots. The left screenshot is a webpage titled "Ice Breaking" with a navigation menu on the left including "Introduction", "Types", "Questions", "Activities", "Videos", "Look At Me", and a list of activities: "Haven't We Met?", "Mirror, Dug, Dune", "Name Tag!", "Nickname Yuggel", "Spelling Melon", "Your Big Entrance", and "What if I Told You?". The main content area features a video player for "Colour Wheel of Fate" with an overview text: "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." The right screenshot shows a video player with a man speaking, with a system tray at the bottom showing a 54% battery level.

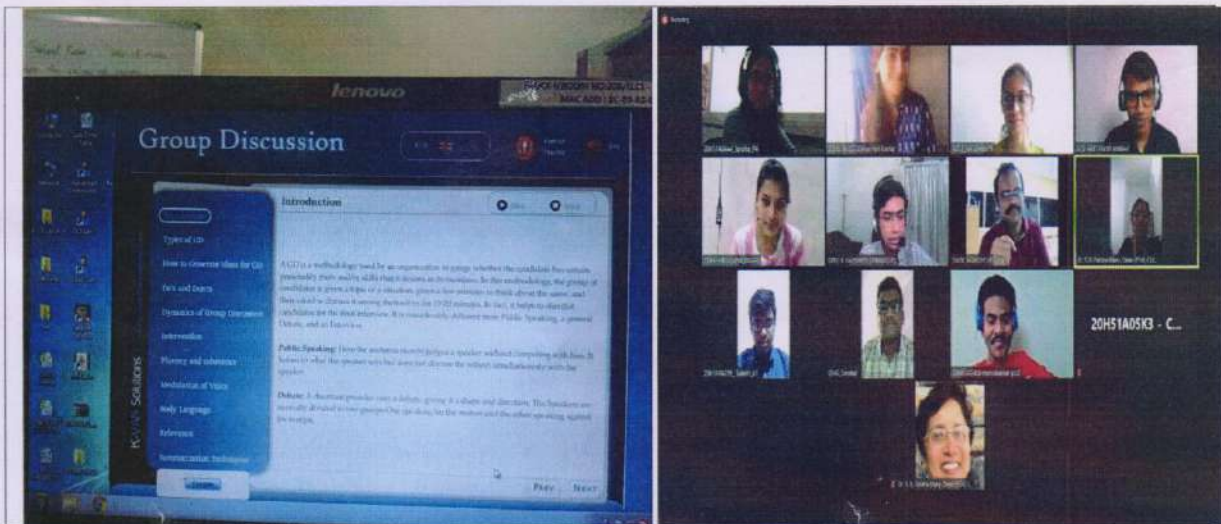
2. **JAM:** 'Just a Minute' is an impromptu speech test conducted with the time limit of one minute. The students are trained to speak coherently and meaningfully on a given topic within a span of one minute. More than a test of knowledge, JAM can be seen as a test of wit and presence of mind. Many recruitment 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.



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.



4. 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.





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Date: -02-01-2021

To
 The Principal,
 CMRCET
 kandlakoya

Respected sir,

Sub: Requesting permission to conduct events for I B.Tech students.

I, Mrs. Fatima Mary, convener of the Literary Club and Professor of English, earnestly request your permission through IQAC Coordinator to conduct the following event. It is hoped that students take active part in all the event and benefit from the opportunities to sharpen their debating and oratorical skills.

S. No	Name of the Event/Activity	Date	Venue
1	National Youth Day	12/01/2021	Online

- a) Target audience: students
- b) Faculty, staff and students involved in the event.

I request you to grant us the permission to hold the event.

Thanking you,

Yours sincerely,

Convener



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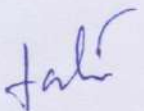
CMRCET/PRIN/LLC/CIR/A.Y-2020-21/02


Date: 11-01-2021

All first year B.Tech students are informed that the Department of English (Humanities and Sciences) is conducting a competition in the following event.

S. No	Name of the Event	Date	Venue
1	National Youth Day (Group Discussion)	12/01/2021	Online

The first two winners will be given prizes.


Convener


Principal

5. Report on: National Youth Day

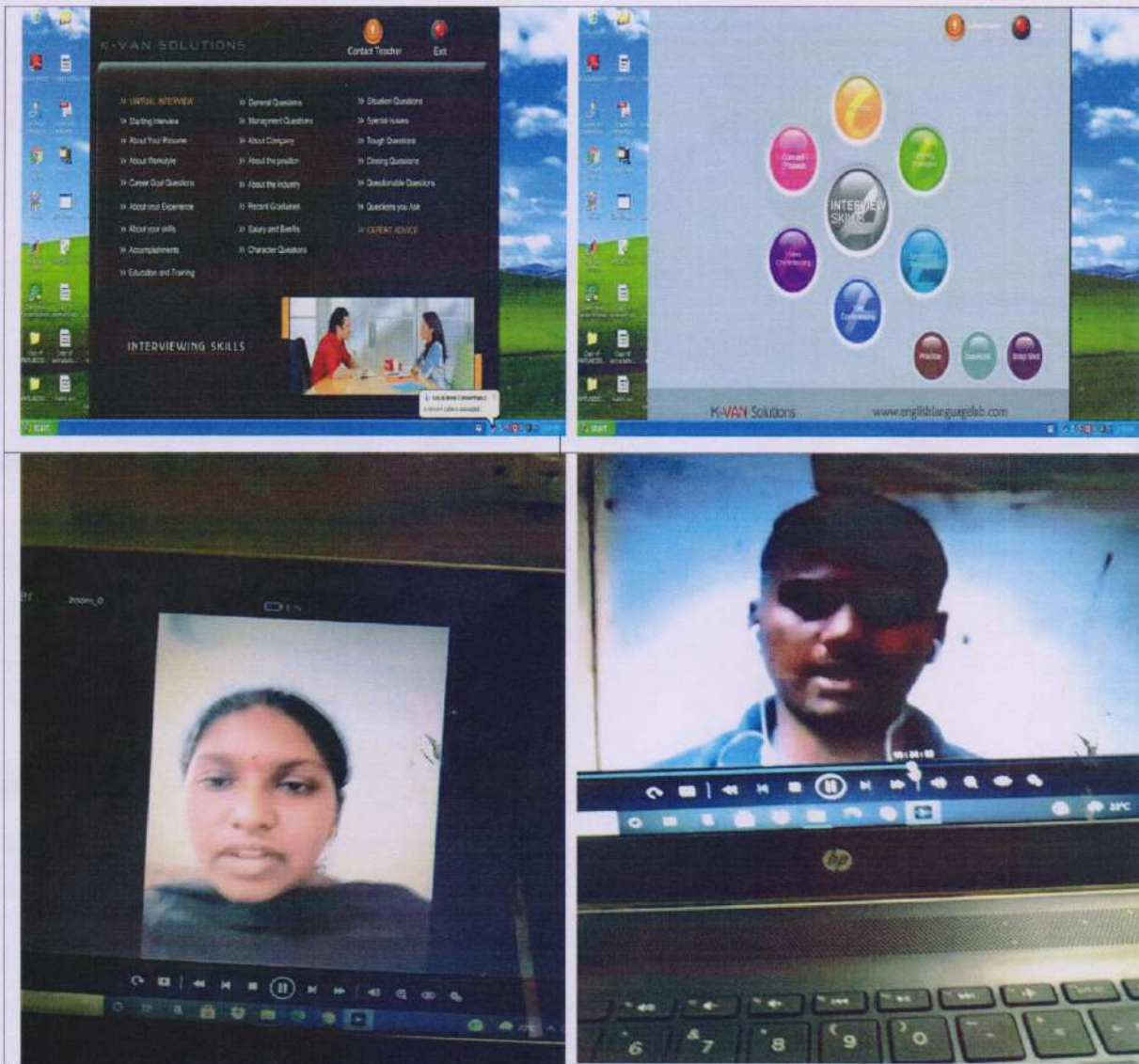
National Youth Day Celebrations

CMR College of Engineering and Technology (CMRCET), Kandlakoya, Medchal Celebrated National Youth Day on 12th January 2021. As part of the celebrations three rounds of online group discussion were conducted by the English department. A good number of students participated in the event. The topic for group discussion was "Channelizing Youth Power for Nation Building".

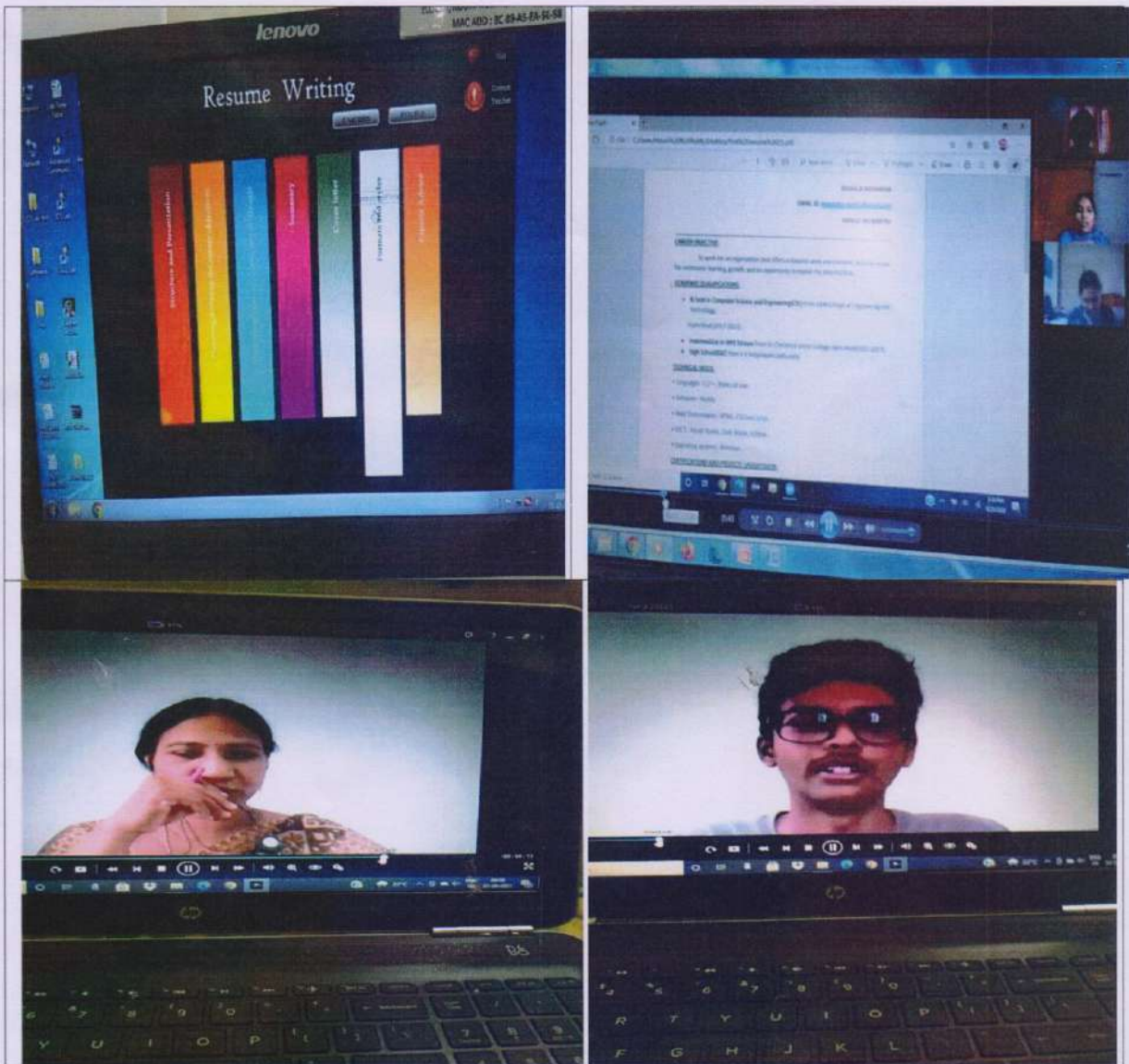
At the end of the event our Principal Major.Dr.V.A.Narayana Rao, gave an enlightening speech through which the students inspired and promised him that they will follow the footsteps of Swami Vivekananda and learn from him how to achieve their goals.



6. 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.



7. 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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CMRCET/PRIN/LLC/CIR/AY-2020-21/03

Date: 12/05/2021


CIRCULAR

All the language lab committee members are hereby informed that, the Annual review of language lab committee meeting is scheduled on 14th May 2021. 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


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: 2020-21 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING

1. The Second annual meeting was held on 14th May 2021 from 3.00 to 4:00 p.m. in the AECS lab.
2. The Convener welcomed all the committee members.
3. All the events were conducted smoothly in Pandemic period 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 activities in 2020-21.
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	07/12/2020-12/12/2020	Ice Breaking Activity
2	14/12/2020-18/12/2020	Just A minute
3	21/12/2020-30/12/2020	Role Play
4	04/01/2021-08/01/2021	Group Discussion
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6	18/01/2021-22/01/2021	Interview Skills
7	25/01/2021-29/01/2021	Resume Writing

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

S.No	Name of the member	Designation	Position
1.	Major Dr.V.A.Narayana	Principal	Chairman
2.	Dr.S.Fatima Mary	Associate Professor	Convener
3	Ms.Dr.Vijaya Lakshmi	Associate Professor	Member
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5	Ms.R.Shireesha	Associate Professor	Member
6	Mr.A.Harish	Assistant Professor	Member
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8	Ms.R. Suhasini	Associate Professor	Member



Convener



Principal



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

Date: 21/05/2021

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 MECH 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 2020-21 started on 05 December 2020. After the mandatory induction program the class work commenced on 08th December 2020. The class work continued till March 2021 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 March and continued till the end of July. 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,Ms.E.Madhavi,Ms.Rosy Matilda, Ms.S.Swapna,Ms.N.Sameerar and Ms.Y.Manjula 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.

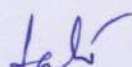
Programs/Events conducted by Language Lab

The following subjects were dealt by the concerned lab teachers for the Language Lab in academic year 2020-21.

S.No	Date of the Event	Name of the Event
1	07/12/2020-12/12/2020	Ice Breaking Activity
2	14/12/2020-18/12/2020	Just A minute
3	21/12/2020-30/12/2020	Role Play
4	04/01/2021-08/01/2021	Group Discussion
5	12/01/2021	National Youth Day
6	18/01/2021-22/01/2021	Interview Skills
7	25/01/2021-29/01/2021	Resume Writing

Gap Analysis

The language lab committee reviewed both the programs conducted and the performance of the students for the academic year (2020-21). 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