

**LANGUAGE
LAB
COMMITTEE**

A.Y.2021-2022



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-2021-22/01

Date: 10/08/2021

OFFICE ORDER

The Language Lab Committee has been reconstituted for the academic year 2021-2022 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	G. Laxmi	Assistant Professor	Member
4	E.Madhavi	Assistant Professor	Member
5	G Vasantha	Assistant Professor	Member
5	Ms.Dr.Vijaya Lakshmi	Associate Professor	Member
6	Mr.A.P. Ravi Chandra	Associate Professor	Member
7	Ms.R.Shireesha	Associate Professor	Member
8	Mr.A.Harish	Assistant Professor	Member
9	Ms.T.Swapna Rani	Assistant Professor	Member
10	Ms.R. Suhasini	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/A.Y-2021-22/02

Date: 07/08/2021

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 10 August, 2021.

Agenda

1. Review of the previous year's language lab activities and events.
2. Planning activities for the forthcoming year.
3. New innovative activities based on communication skills.

It is mandatory for the entire committee members to attend the meeting.

Principal

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

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- (3) All HODS
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ACADEMIC YEAR: 2021-22 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING

1. The Meeting was held on 10th August, 2021 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.
3. New innovative activities based on communication skills.

Attendees

The meeting was presided over by the Chairman Major Dr.V.A.Narayana and attended by the Convener, and the members.

4. The meeting commenced with the Chairman addressing and congratulating the committee members on the praise worthy works done during the previous year.
5. The members appraised 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	16/08/2021-21/08/2021	Just a minute
2	23/08/2021-31/08/2021	Role Play
3	01/09/2021-10/09/2021	Group Discussion
4	18/10/2021-27/10/2021	Interview Skills
5	01/11/2021-03/11/2021	Essay Writing
6	08/11/2021-13/11/2021	Resume Writing
7	15/11/2021-20/11/2021	Technical report writing
8	06/12/2021-17/12/2021	PPT-Presentation
9	04/01/2022-06/01/2022	Elocution
10	10/02/2022-12/02/2022	Poster Presentation


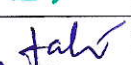



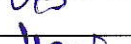





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The meeting came to a close after all the attendees decided to work for the welfare of the students.

The Faculty who attended the first meeting of the **Language lab Committee** on 10th of August 2021 for the Annual Year 2021– 2022.


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	G. Laxmi	Assistant Professor	Member	
4	E.Madhavi	Assistant Professor	Member	
5	G Vasantha	Assistant Professor	Member	
5	Ms.Dr.Vijaya Lakshmi	Associate Professor	Member	
6	Mr.A.P. Ravi Chandra	Associate Professor	Member	
7	Ms.R.Shireesha	Associate Professor	Member	
8	Mr.A.Harish	Assistant Professor	Member	
9	Ms.T.Swapna Rani	Assistant Professor	Member	
10	Ms.R. Suhasini	Associate Professor	Member	


Convener


Principal


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Strategic Perspective Plan for the Academic Year 2021-2022

S.No	Date of the Event	Dept./ Committee	Name of the Event	Details
1	16/08/2021-21/08/2021	Language Lab Committee	Just A minute	To improve their personality development, self introduction, communication skills. It also made the students to introduce themselves in an impressive and effective way.
2	23/08/2021-31/08/2021	Language Lab Committee	Role Play	To develop self esteem and confidence. Helps to develop real communication skills in leadership, interviewing and social interaction.
3	01/09/2021-10/09/2021	Language Lab Committee	Group Discussion	It gives an opportunity to all members to give their ideas and opinion on a certain areas. It develops one's listening skills and confidence in speaking. Leadership qualities, and improve communication skills.
4	18/10/2021-27/10/21	Language Lab Committee	Interview Skills	Interview skills are an essential tool for all students in today's world of employment as there is vast competition for job vacancies.
5	01/11/2021-03/11/2021	Language Lab Committee	Essay writing	Essay writing helps in expressing themselves with the structure provided and illustrate a subject in which they are expertised.
6	08/11/2021-13/11/2021	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.
7	15/11/2021-20/11/2021	Language Lab Committee	Technical report writing	Recognise how to plan and complete reports for maximum impact. Understand the Who, What, When, Where, Why and How. Identify the different measures of readability.
8	06/12/2021-17/12/2021	Language Lab Committee	PPT- Presentation	The purpose of presentation may be to provide information, persuade the audience to accept a point of view and

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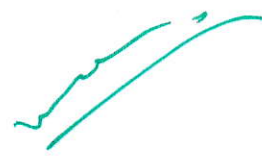
				encourage them to take action.
9	04/01/2022-06/01/2022	Language Lab Committee	Elocution	Demonstrate the ability to accomplish communicative goals.
10	10/02/2022-12/02/2022	Language Lab Committee	Poster presentation	A poster presentation provides a visual representation.

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** mainly 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 extempore and public speaking.
3. Students are initiated 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,
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Principal



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Date: 05/08/2021

To
IQAC Coordinator
CMRCET
Kandlakoya

Sub: Permission to organize different events under language Lab Committee in the
A.Y:2021-22 – 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: 2021-22.

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	16/08/2021-21/08/2021	Just a minute
2	14/08/2021-31/08/2021	Role Play
3	01/09/2021-10/09/2020	Group Discussion
4	18/10/2021-27/10/2021	Interview Skills
5	01/11/2021-03/11/2021	Essay Writing
6	08/11/2021-13/11/2021	Resume Writing
7	15/11/2021-20/11/2021	Technical report writing
8	06/12/2021-17/12/2021	PPT-Presentation
9	06/01/2021-06/01/2022	Elocution
10	10/02/2021-12/02/2022	Poster -presentation

Thanking you.

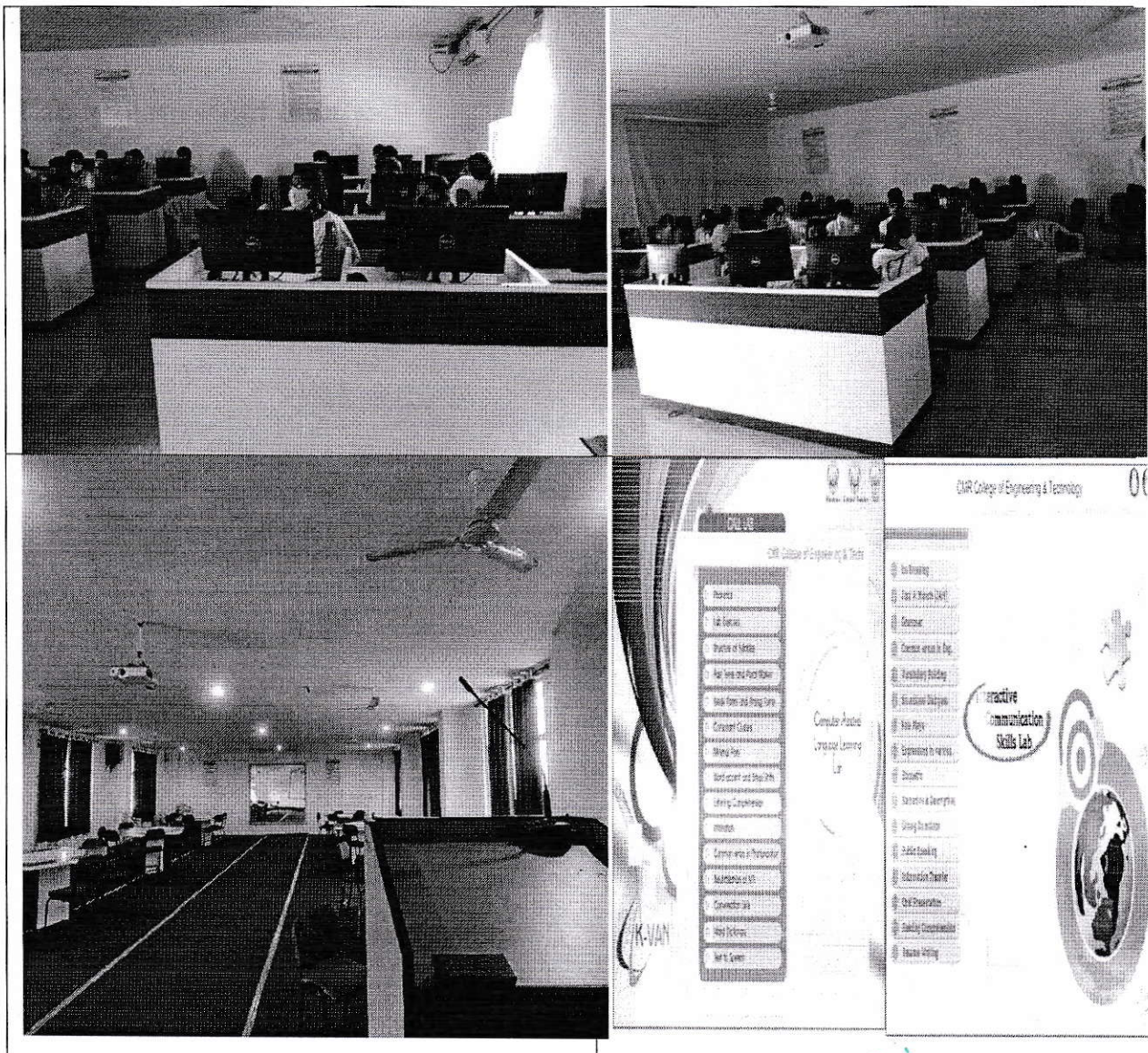
Yours sincerely,


Convener

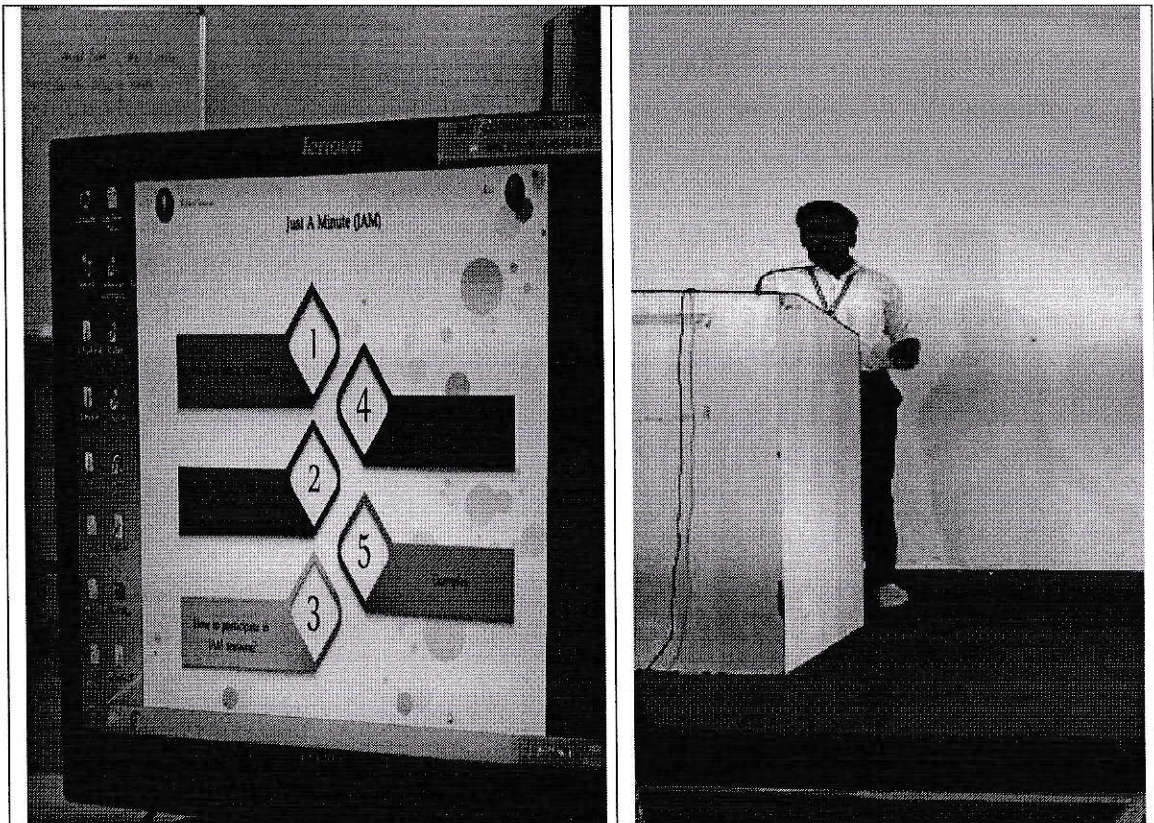

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Lab activities and events:

English lab provides opportunities for the students to practice and tune their language skills. Both the English lab manual 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 lab, 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.

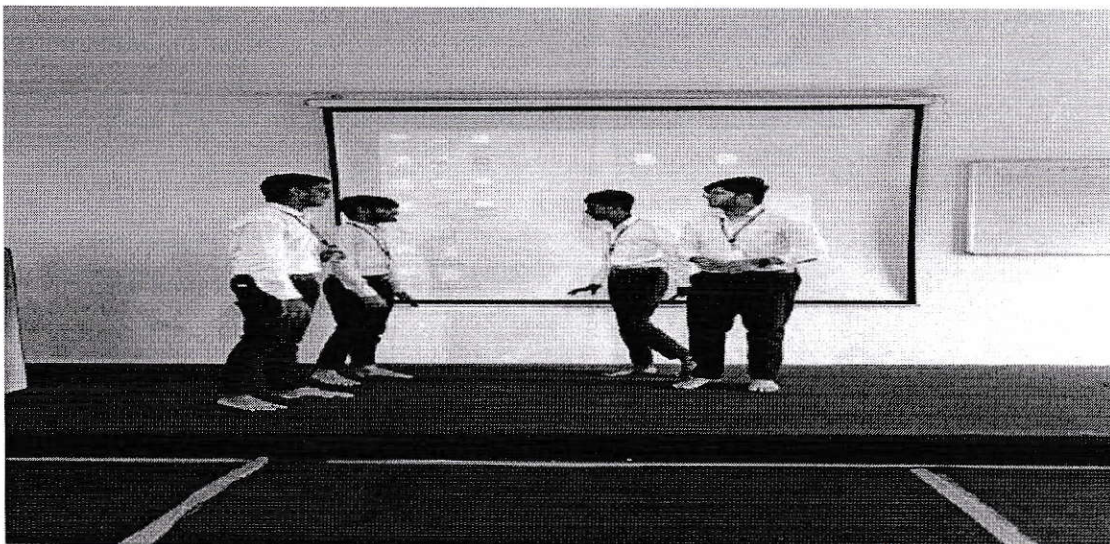
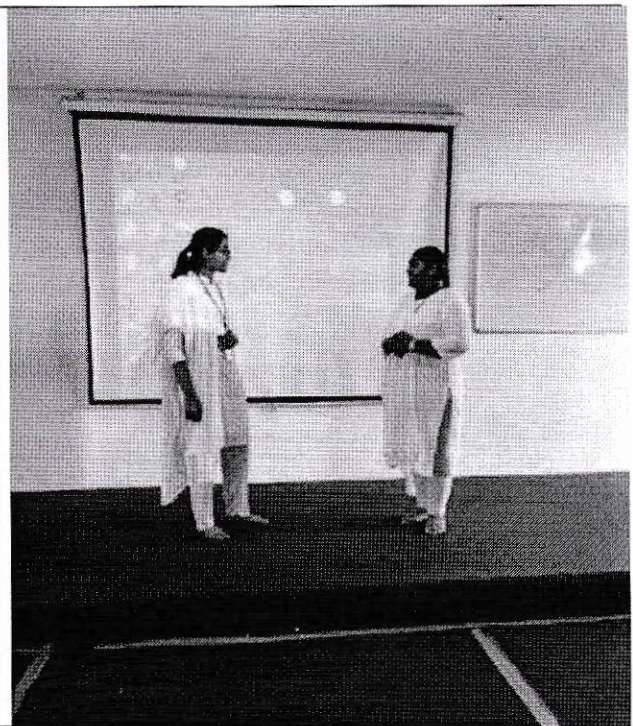
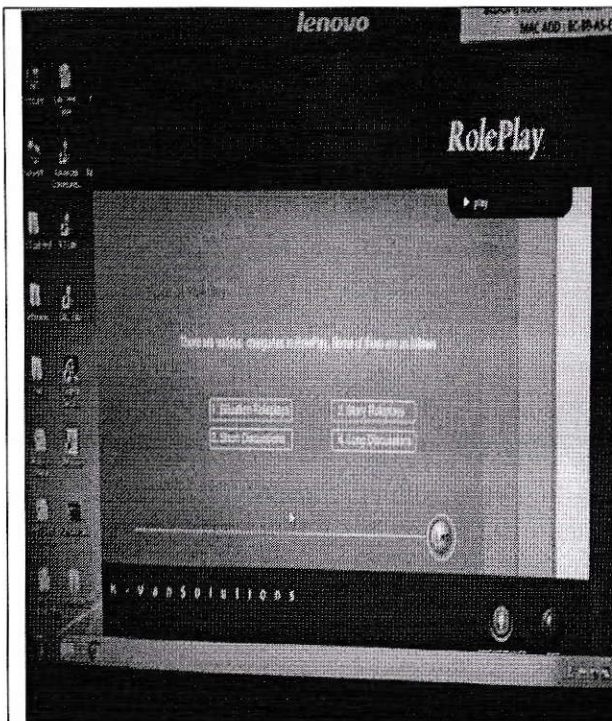


1. **JAM:** 'Just a Minute' is an impromptu speech test conducted with the time limit of one minute. The students are trained to speak coherently and meaningfully on a given topic within a span of one minute. More than a test of knowledge, JAM can be seen as a test of wit and presence of mind. Many recruitment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



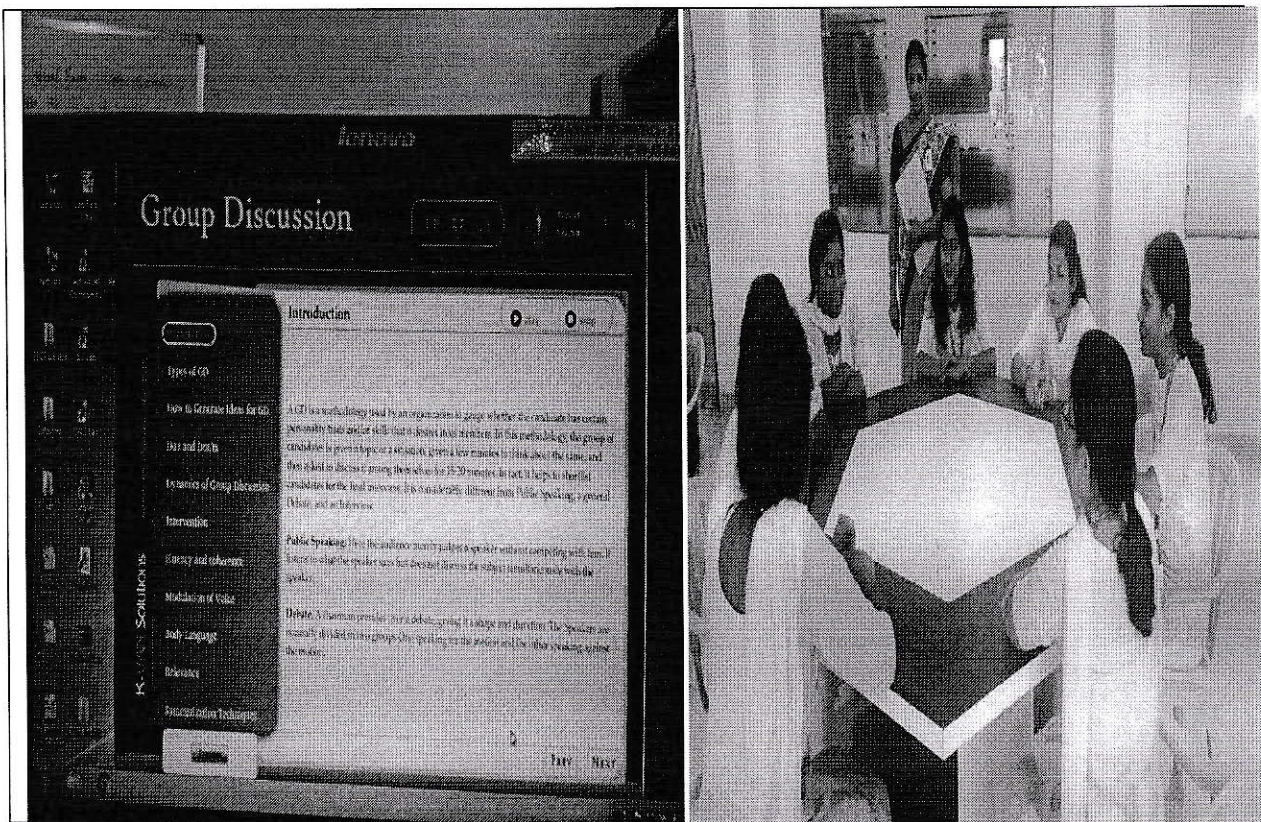
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2. **Role Play:** Role Play is speaking activity where one either puts oneself into somebody else's shoes or one may put oneself in an imaginary situation. Thus the learners can themselves to be the president or the prime minister of a country. They 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. Situations such 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 with good communication.

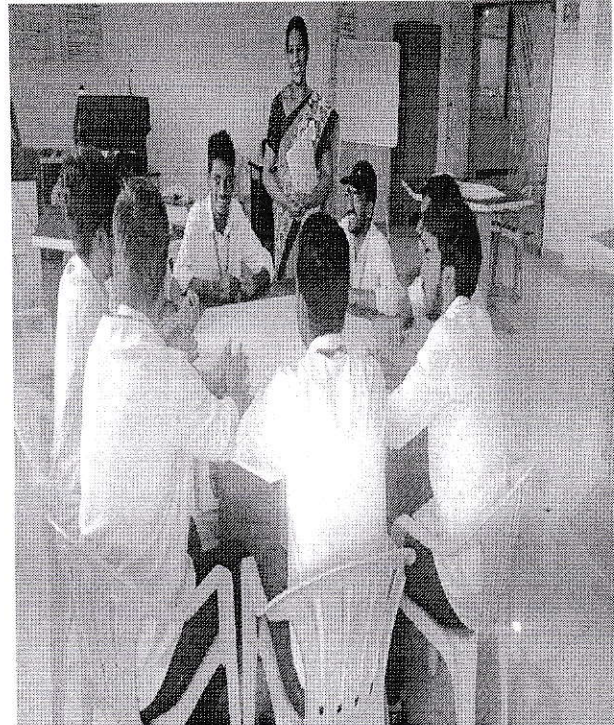
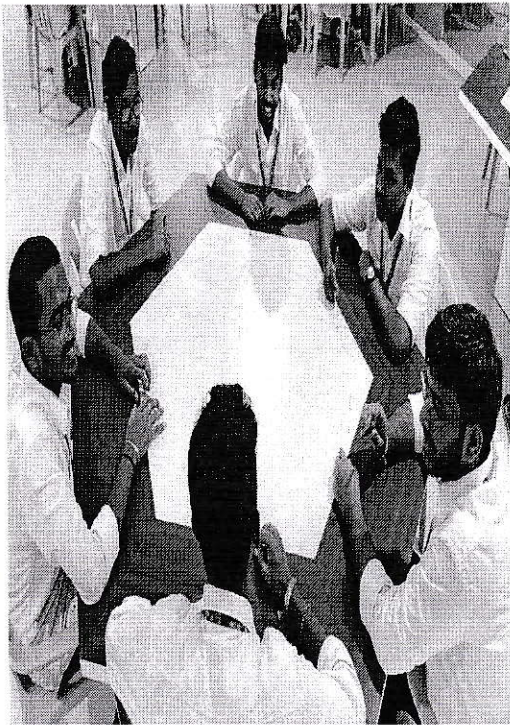


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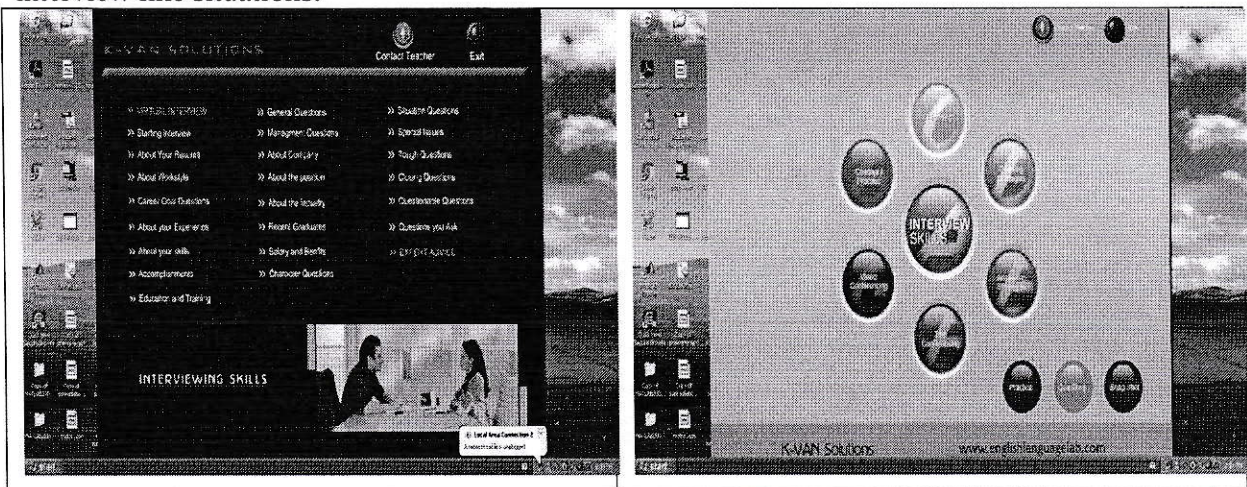
3.Group discussions: Group Discussions have become a part of recruitment processes where the representatives of the recruiting organization observes the communication skills and other interpersonal skills of the participants before short listing them for the next round. CMRCET has an exclusive room with 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.



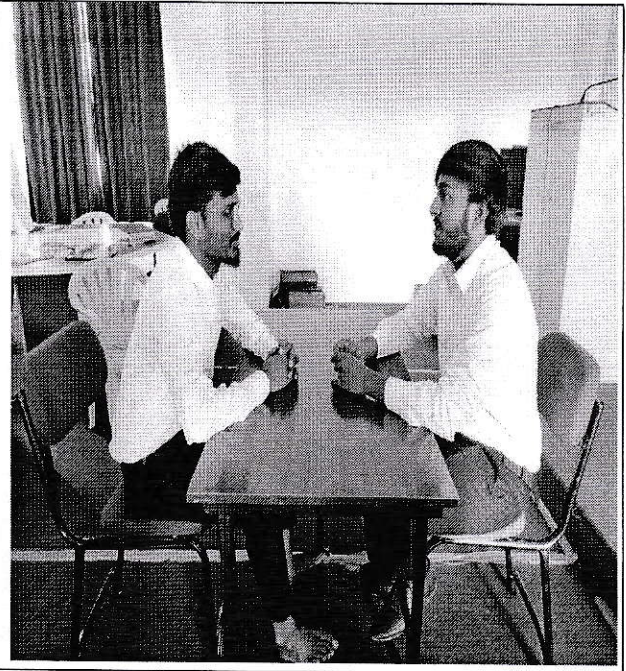
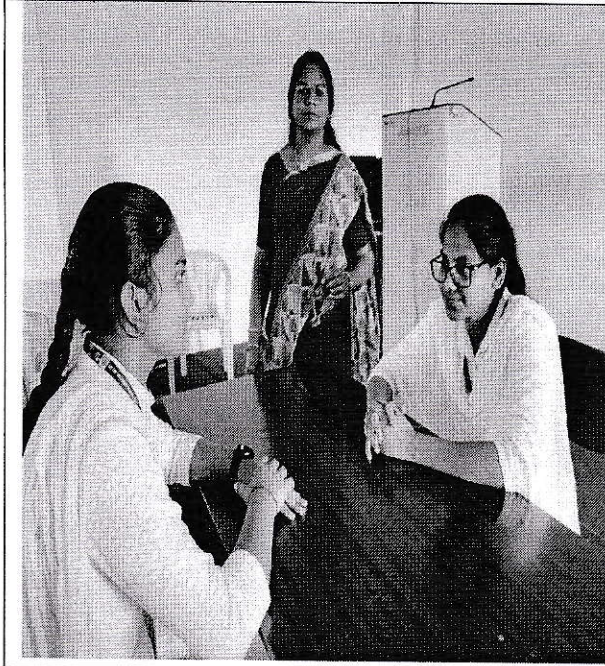
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4. Interview Skills: For students of professional courses like engineering the biggest challenge is to succeed at the interviews. The lab activities help the students to understand the necessary preparation for any interview. The students are introduced 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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CMRCET/PRIN/LLC/A.Y-2021-22/03

CIRCULAR

This is to inform to all the students that, an Essay Writing Competition will be conducted as the part of “Swathantra Bharatha Vajrotsavalu” on 11.08.2022 at 3.00 PM in Room Nos. 108 & 109, Block 01. The following is the list of topics to select from

1. National moment
2. Importance of Peace
3. Non Violence

The prizes will be distributed to the winners and the participation certificates will be issued to all the participants.

All the interested students are requested to fill the following Google form by 10.08.2020, 8.00 PM. Google form Link: <https://forms.gle/KgWCT6RQ12cxXeXn8>

Principal

Copy Submitted to: (1) The Secretary/CEO-Kind Info

Copy to: (1) Deans

(2) All HODS

(3) Administrative Officer

(4) Accounts Officer

(5) Training & Placement

(6) Physical Director

(7) Librarian

(8) Faculty through E-mail

(9) Students through E-mail

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5. Essay writing

Event: Essay Writing Competition as a part of “Swathantra Bharath Vajrotsavalu” on 11th August 2022.

An Essay Writing Competition titled “Swathantra Bharath Vajrotsavalu” was held on 11th August, 2022 from 3:00 to 4:00 PM in Block I, to mark the 75th Independence Day Celebrations at CMR College of Engineering & Technology for the I, II, III & IV Yr students of all the Departments. The Students were given choice to write essays in English, Hindi or Telugu languages. The following is the list of topics given to the students to choose from:

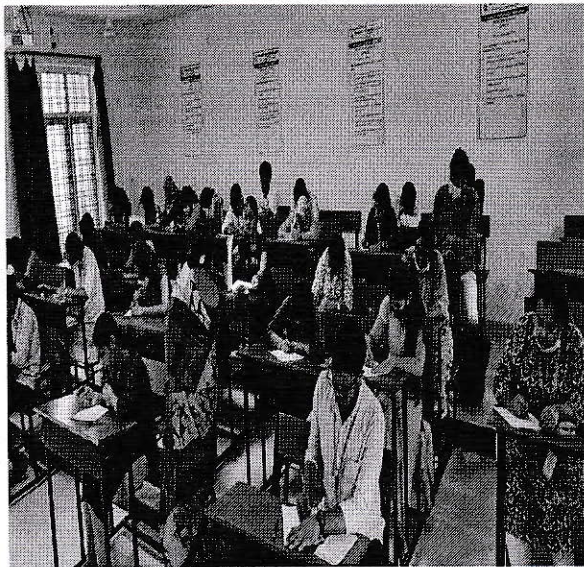
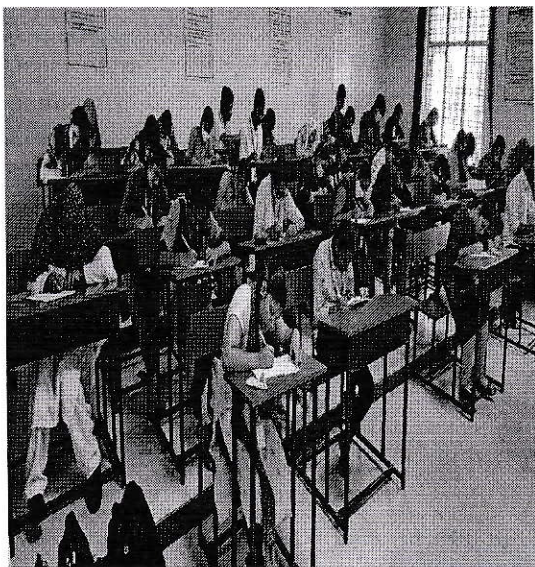
1. National Moment
2. Importance of Peace
3. Non Violence

64 enthusiastic participants registered for the event and all the students gave their best performance. The winners of the competition are:

First Prize: Roll No. 21H55A6204, Mr. C. Balaji Sai

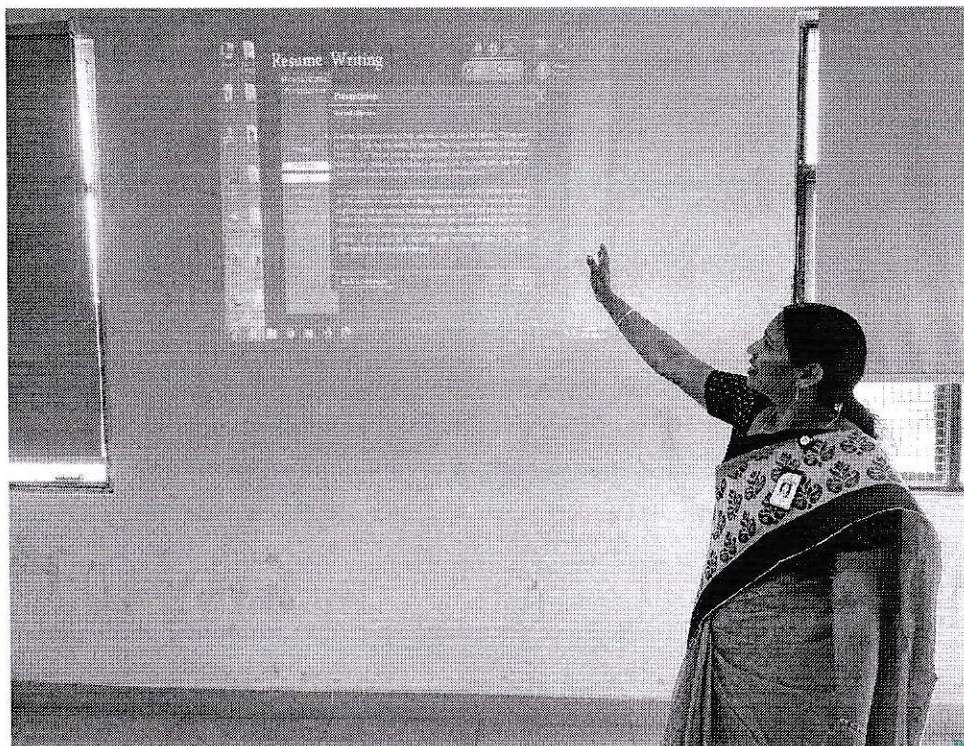
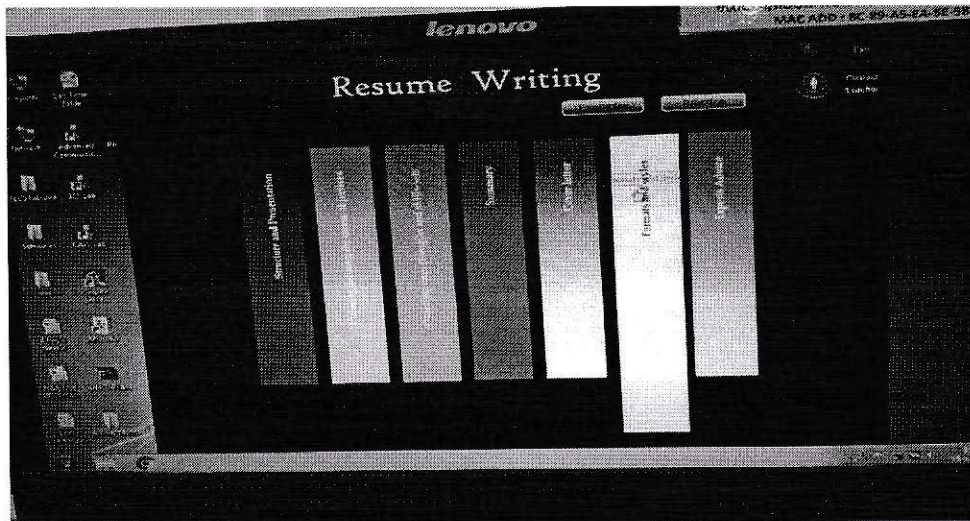
Second Prize: Roll No. 21H51A6645, Ms. MD. Ayesha.

Third Prize: Roll No. 21H51A04A4, Mr. Pavan Kowstub

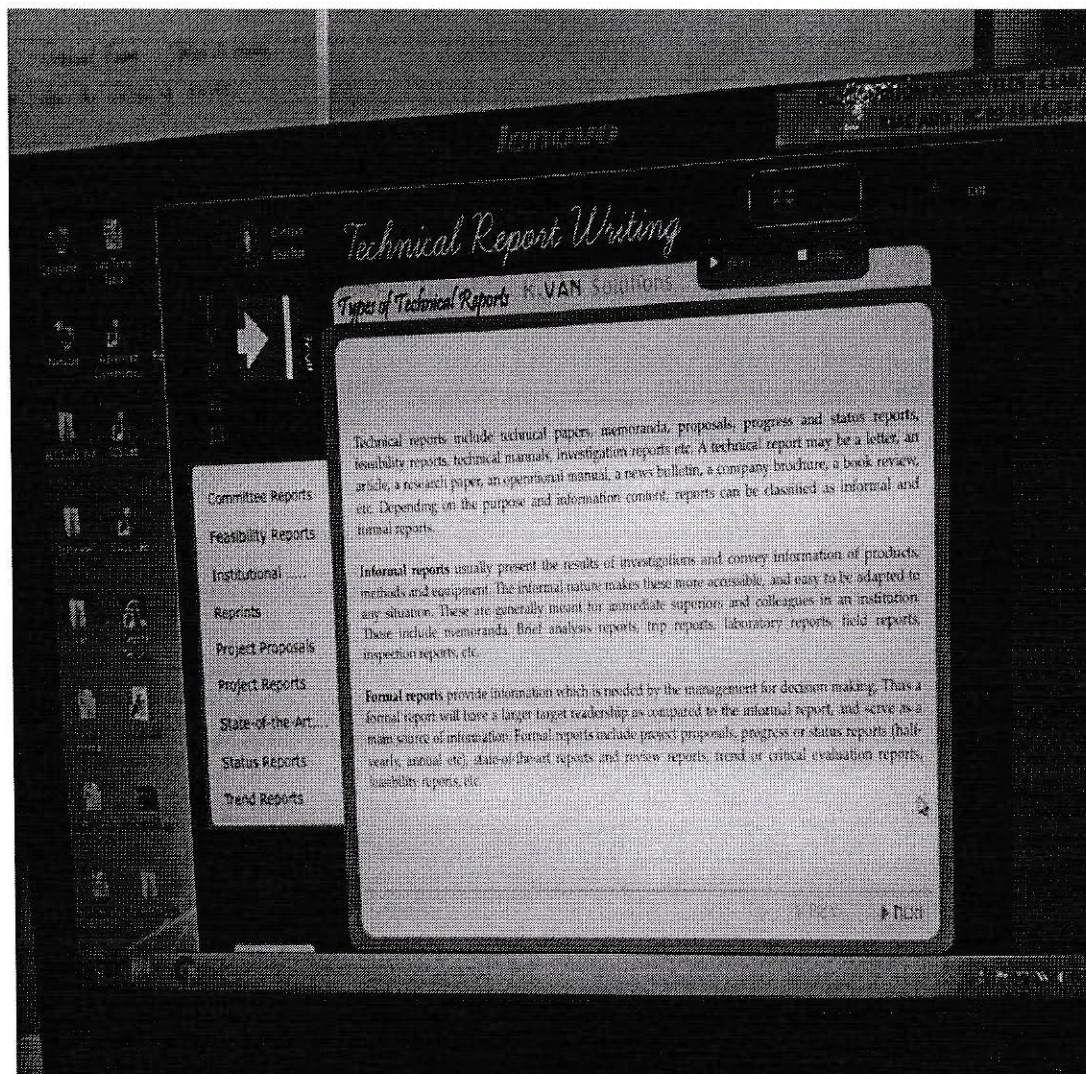


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6.Resume writing: Preparing one's resume is one of the most important of any student's transition from college to career. While understanding the structure of resume is important, what goes into making a good resume is even more important. In the lab 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.



7. 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.

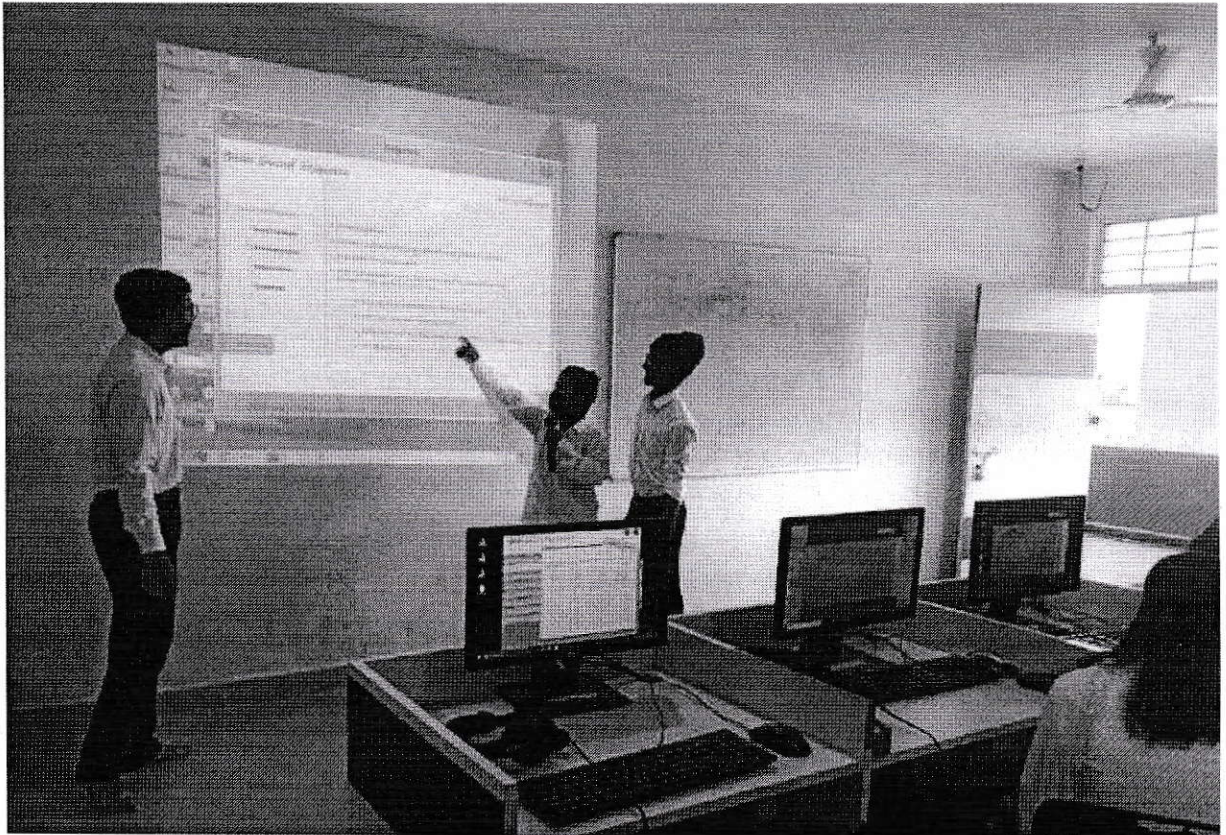


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8. PPT Presentation:

Power point presentations: PPTs have become a part of a professional's life.

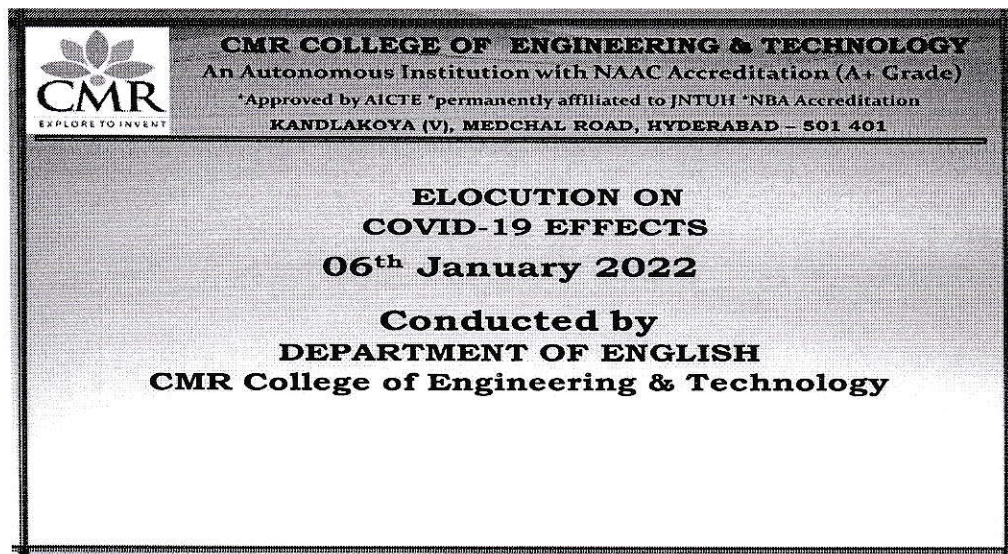
Irrespective of one's profession, each one of us use PPT as tool of presentations. Thus one should know how to use such modern tools. In the language lab PPT are used to present one's ideas and thoughts to the audience. They supplement one's efforts to convey one's ideas in the form of tables, illustrations. 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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9. Elocution



Aim: 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 and improve communication skills.

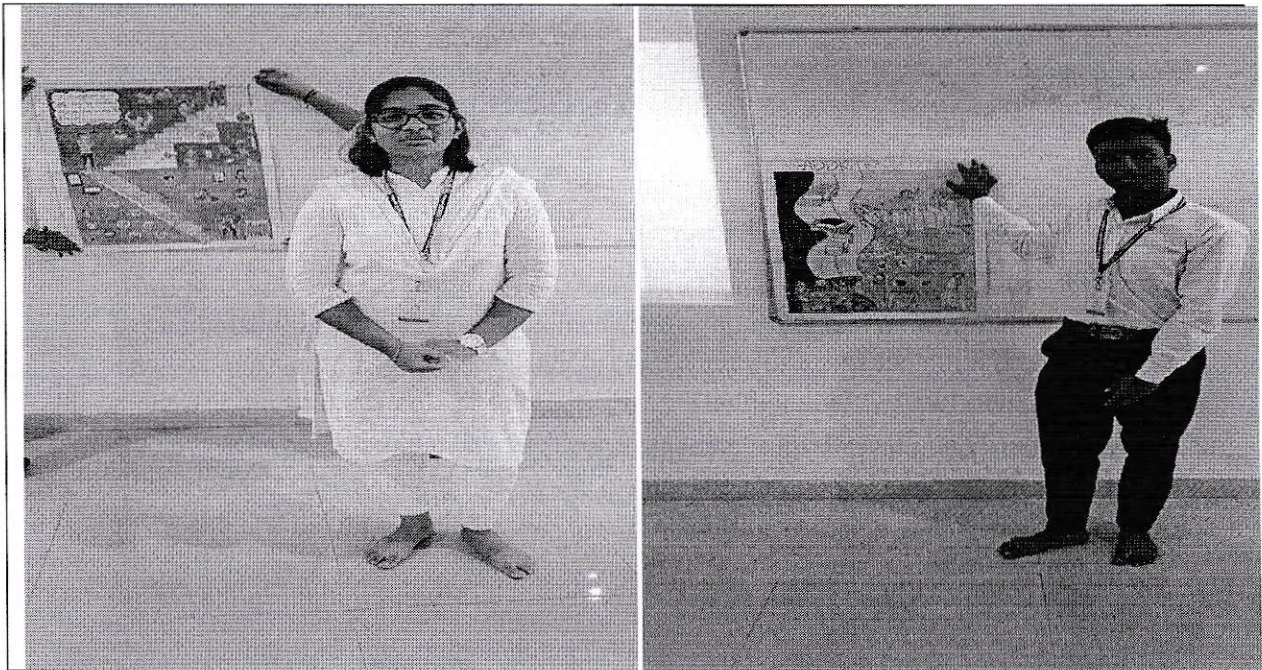
The Department of English, CMRCET, conducted elocution for the students on 06th January 2022. The first year and the second year B.Tech students actively participated and spoke on "Demonetization." The students explained how unity makes a country strong and how diversity is a source of strength. The 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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10. Poster presentation

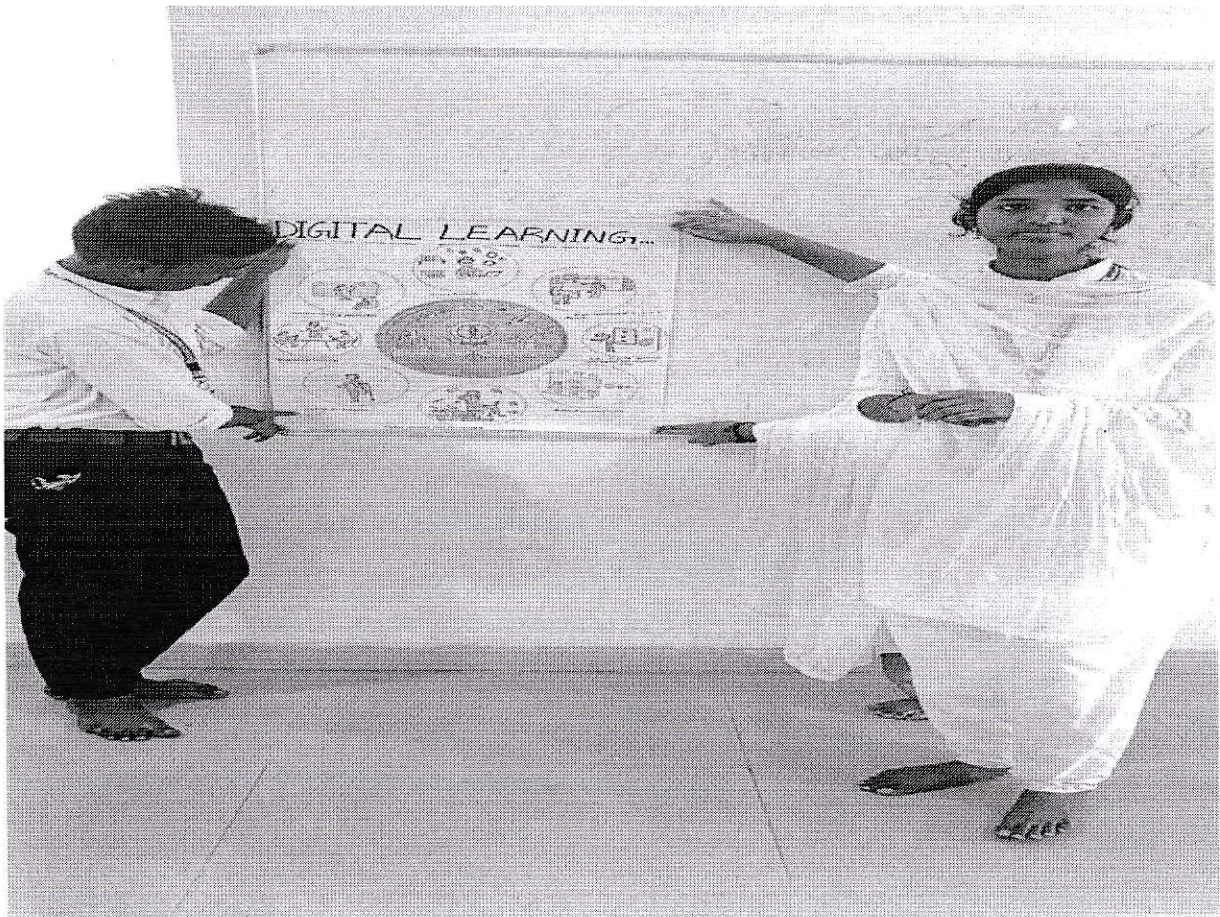
Aim: Student-centered - It is an approach by which the learner's mastery over a particular skill is demonstrated and measured.

The Department of English, CMRCET, conducted Poster Presentation on contemporary topics for the students on 12th February 2022. The first year and the second year B.Tech students actively participated. The senior students from the third and fourth year B.Tech supported the faculty in organizing the event. The jury appreciated the participants.



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CMRCET/PRIN/LLC/CIR/AY-2021-22/04

Date: 25 /04/2022

CIRCULAR

All the language lab committee members are hereby informed that, the Annual review of language lab committee meeting is scheduled on 29th April, 2022. The venue will be the Department of Humanities & Sciences at 3.00 P.M. in AECS lab.

It is mandatory for the entire committee members 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. New innovative activities based on communication skills.

Principal

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

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ACADEMIC YEAR: 2021-22 LANGUAGE LAB COMMITTEE

MINUTES OF MEETING

1. The Second annual meeting was held on 29th April, 2022 from 3.00 to 4:00 p.m. in 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.
4. The convener started congratulating all organizing committee, volunteers, and management for smooth conduction of current academic year.
5. The problems faced in conduction of events and activities in 2021-22 were discussed.
6. Reviewing the functioning of the language lab and activities.
7. Assessing students performance and feedback taken from the students and the instructors.
8. Taking measures to improve communication abilities of students.

The list of events conducted in the current Academic Year.

1	16/08/2021-21/08/2021	Just a minute
2	14/08/2021-31/08/2021	Role Play
3	01/09/2021-10/09/2020	Group Discussion
4	18/10/2021-27/10/2021	Interview Skills
5	01/11/2021-01/11/2021	Essay Writing
6	08/11/2021-13/11/2021	Resume Writing
7	15/11/2021-20/11/2021	Technical report writing
8	06/12/2021-17/12/2021	PPT-Presentation
9	06/01/2021-06/01/2022	Elocution
10	10/02/2021-12/02/2022	Poster -presentation


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Hyderabad-501401.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous institution with NAAC Accreditation (A+ Grade)

Approved by AICTE Affiliated to JNTUH *NBA Accreditation

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

Date: 30/04/2022

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. 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 2021-22 started on 06th December 2021. After the mandatory induction program the class work commenced on 06th December 2021. During the Lab 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.G.Vasanth,Ms.E.Madhavi,Ms.RosyMatilda,Ms.S.Swapna, and Ms.N.Sameera were the teacher-facilitators for the ELCS and 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.


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Programs/Events conducted by Language Lab


The following subjects were dealt by the concerned lab teachers for the Language Lab in academic year 2021-22.

S.No	Name of the member	Designation
1.	Major Dr. V.A.Narayana	Principal
2.	Ms. Ms.S.Fatima Mary	Associate Professor
3	G. Laxmi	Assistant Professor
4	E.Madhavi	Assistant Professor
5	G Vasantha	Assistant Professor
5	Ms.Dr.Vijaya Lakshmi	Associate Professor
6	Mr.A.P. Ravi Chandra	Associate Professor
7	Ms.R.Shireesha	Associate Professor
8	Mr.A.Harish	Assistant Professor
9	Ms.T.Swapna Rani	Assistant Professor
10	Ms.R. Suhasini	Associate Professor


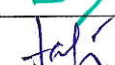
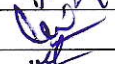
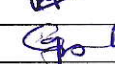
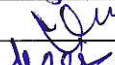






Gap Analysis

The language lab committee reviewed both the programs conducted and the performance of the students for the academic year (2021-22). 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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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	G. Laxmi	Assistant Professor	Member	
4	E.Madhavi	Assistant Professor	Member	
5	G Vasantha	Assistant Professor	Member	
5	Ms.Dr.Vijaya Lakshmi	Associate Professor	Member	
6	Mr.A.P. Ravi Chandra	Associate Professor	Member	
7	Ms.R.Shireesha	Associate Professor	Member	
8	Mr.A.Harish	Assistant Professor	Member	
9	Ms.T.Swapna Rani	Assistant Professor	Member	
10	Ms.R. Suhasini	Associate Professor	Member	


Convener


Principal


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