



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014

MINUTES OF MEETING

Meeting of the LANGUAGE LAB COMMITTEE was held on 04/09/2013 at 12:30 PM in the ACS Lab at J.C.BOSE Block. The following members attended the meeting:

S.NO.	NAME OF THE FACULTY	DESIGNATION	DEPT.	SIGN
1	Mrs. E. RACHEL SUNEELA	CONVENER	H&S	
2	Mr. J. RAJESHWAR GOUD	MEMBER	ECE	
3	Mr. N. KRISHNAVARDHAN	MEMBER	CSE	
4	Mr. V. SUNIL KUMAR	MEMBER	EEE	
5	Mrs. M. BHOJENDRA NAIK	MEMBER	MECH	
6	Mrs. D. NARESH KUMAR	MEMBER	CIVIL	
7	Mr. G. LAXMIKANTH	MEMBER	H&S	
8	Mr. N. ASHOK KUMAR	MEMBER	IT	

Points Discussed:

1. Review of the minutes of Previous Meeting.
2. Requirement of new Computer Systems for English labs during the A.Y. 2013-2014.
3. To motivate the students to improve their speaking and interpersonal skills.
4. Purchase of an LCD and Head phones.
5. Tips to improve fluency and body language during activity sessions.
6. To conduct English Lab classes through PPTs and Mock Interview sessions.
7. Repairing of movable chairs and replacement of the old chairs.

CONVENER