



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014

MINUTES OF MEETING

Meeting of the LANGUAGE LAB COMMITTEE was held on 03/09/2016 at 12:30 PM in the ACS Lab at M.V. Block. The following members attended the meeting:

S.NO.	NAME OF THE FACULTY	DESIGNATION	DEPT.	SIGN
1	Mrs. A. BHUVANA	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. Installation of Computer systems for English labs during the A.Y. 2016-2017 for I Semester.
3. Soft ware up gradation and purchase of a Handy cam.
4. To concentrate on slow learners through conducting separate language learning activities.
5. Connection of Audio speakers.
6. To conduct English Lab classes through PPTs and JAM sessions.
7. To improve the students' concentration through listening comprehension.

CONVENER