



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

### MINUTES OF MEETING

Meeting of the LANGUAGE LAB COMMITTEE was held on 07/09/2017 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. Purchase of Round tables for ICS lab during the A.Y. 2017-2018 for I Semester.
3. To motivate the students to improve their verbal and non-verbal communication.
4. To concentrate on hesitant speakers through conducting separate oral activities.
5. Repairing of Speakers.
6. To conduct English Lab classes through PPTs and Mock Interview sessions.
7. Demo Presentation of Teacher Console.

CONVENER



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

## MINUTES OF MEETING

Meeting of the LANGUAGE LAB COMMITTEE was held on 13/09/2018 at 12:00 PM in the English Lab at M.V. Block. The following members attended the meeting:

S.NO.	NAME OF THE FACULTY	DESIGNATION	DEPT.	SIGN
1	Mr. G. LAXMIKANTH	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. M. SAAHUL	MEMBER	H&S	
8	Mr. N. ASHOK KUMAR	MEMBER	IT	

### Points Discussed:

1. Review of the minutes of Previous Meeting.
2. Soft ware up gradation for CALL lab during the A.Y. 2018-2019 for I Semester.
3. To motivate the students to improve their speaking and listening skills.
4. To concentrate on slow learners through conducting separate language learning activities.
5. Tips to improve spontaneity and body language during activity sessions.
6. Repairing of movable chairs and Purchase of Head phones.
7. To improve the students' concentration through listening comprehension.

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## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

### MINUTES OF MEETING

Meeting of the LANGUAGE LAB COMMITTEE was held on 13/11/2018 at 10:00 AM in the English Lab at M.V. Block. The following members attended the meeting:

S.NO.	NAME OF THE FACULTY	DESIGNATION	DEPT.	SIGN
1	Mrs. G. LAXMIKANTH	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	Mrs. S. NAGA PADMA	MEMBER	H&S	
8	Mr. N. ASHOK KUMAR	MEMBER	IT	

#### Points Discussed:

1. Review of the minutes of Previous Meeting.
2. Purchase of Handy cams and Head phones for English labs during the A.Y. 2018-2019 for II Semester.
3. To motivate the students to improve their speaking and listening skills.
4. Arranging new Projector.
5. Working condition of Computer systems.
6. To conduct English Lab classes through PPTs and Mock Interview sessions
7. To improve the students' concentration through listening comprehension.

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