



St. MARTIN'S ENGINEERING COLLEGE

DHULAPALLY, SECUNDERABAD-500100

LANGUAGE LAB

ACTION TAKEN REPORT

ACADEMIC YEAR 2019-2020 for I Semester

As in the previous meeting, Purchasing of Handi cam, Arranging of Projector tasks are completed.

S.No.	Points	Action Taken	Status
1	Demo presentation of Teacher Console as per the new syllabus.	Appointment of the Software Technician is taken.	Task is in Progress
2	Software Up gradation as per the new syllabus.	Purchased the new Software.	Completed
3	Purchase of more number of Head Phones.	Purchased as per the requirement.	Completed
4	Connection of speakers for Playing Listening Comprehensions.	Electrician is resolving the issue.	Task is in Progress
5	Repairing of movable chairs.	Got repaired and replaced a few newly.	Completed


CONVENER