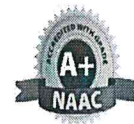




**St. MARTIN'S ENGINEERING COLLEGE**  
**Dhulapally, Secunderabad – 500100**  
**An Autonomous Institute**  
**NBA & NAAC A+ Accredited**



**CONVENING ORDER**

**LANGUAGE LAB COMMITTEE 2021-2022**

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. **LANGUAGE LAB COMMITTEE** is constituted with the following members:

S. No.	Name of the Faculty	Designation	Dept.
1	Mr. G. Laxmikanth	Convener	H&S
2	Dr. M. Nirmala Devi	Member	H&S
3	Mr. M. Govinda Raj	Member	ECE
4	Mrs. S. Sucharitha	Member	CSE
5	Mr. Ch. Srinivas	Member	EEE
6	Mr. P. Uday Kumar	Member	ME
7	Dr. D. Naresh Kumar	Member	CE
8	Mrs. Priyanka Dash	Member	IT

**Frequency of Meeting:** Once in a Semester and as per the requirement.

**Functions and Responsibilities:**

- To facilitate all the lab requirements for the smooth conduction of language lab sessions online and offline every year.
- To introduce the virtual presentations and so make students to be professionally ready.
- Motivate students to participate in lab activities and enhance their communication skills.
- To appreciate the students for their oral presentations, social etiquettes and writing skills.
- To conduct listening exercises for comprehending specific purpose and general content.
- To encourage students to participate in different speaking activities through GDs, Debates, Power Point Presentations and Mock Interviews etc.

**PRINCIPAL**

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**UGC - AUTONOMOUS**  
Survey No. 98 & 100, Dhulapally (V)  
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)  
Secunderabad-500 100, Telangana.