



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



**MINUTES OF MEETING**

Meeting of the LANGUAGE LAB COMMITTEE was held on 25/09/2021 at 3:10 PM in the ELCS Lab-1 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	Dr. M. Nirmala Devi	Member	H&S	
3	Mr. M. Govinda Raj	Member	ECE	
4	Mrs. K. Sucharitha	Member	CSE	
5	Mr. Ch. Srinivas	Member	EEE	
6	Mr. P. Uday Kumar	Member	MECH	
7	Dr. D. Naresh Kumar	Member	CIVIL	
8	Mrs. Priyanka Dash	Member	IT	

**Points Discussed:**

1. Reviewed the requirement of the language lab equipments for the A.Y. 2021-2022.
2. Accepted to engage the English Lab classes through Online and Offline mode based on the necessity.
3. Decided to conduct motivational classes for students to overcome stagefear, hesitation and nervousness. As a result, they can take active part in the lab activities.
4. Approved to congratulate and award the students with grades for their effective participation.
5. Agreed to assign more exercises on Listening practice exercises for better comprehension.
6. Decided to inculcate in students the significance of communication skills in career growth by allowing them to participate in the interactive lab sessions: Story narrations, Long role plays, PPTs, Debates, Mock Interviews and Case Study sessions for improving their language skills.

**CONVENER**