



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



Standard Operating Procedure for Language Lab Committee

The following steps are involved in a Standard Operating Procedure (SOP) for students' communication skills enhancement:

1. A committee meeting is held to propose the enhancement procedures of language lab course during the academic year which is recorded in minutes of meeting.
2. A perspective plan will be prepared for the Language Lab sessions and approved by IQAC.
3. A circular will be issued regarding the course duration and schedule.
4. After the course is completed, a test is conducted and a feedback is collected.
5. The Feedback is analyzed and the action points are included while preparing the next Perspective Plan.


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