Language Club

Standard Operating Procedure (SOP)

1. One committee should be formed with Principal as chairman, One faculty as Co-ordinator, three faculty and two students as committee members.
2. Faculty and student members will be selected based on their interest and first come first serve basis
3. Co-ordinator will be selected by voting from members.
4. A short-term training programme will be conducted in every academic year for a duration of 1 week to train students in our National Language (Hindi).
5. Training program will be conducted from 3.30 PM to 4:30PM by the language expert.
6. Language expert will be selected by the Co-ordinator.
7. Along with the STTP, the club conducts Guest lectures to improve communication skills of students.
8. A meeting will be conducted before the event.
9. Meeting minutes will be recorded.

Objectives of Language Club:

The language club plays an important role in the language learning process of any student particularly engineering graduates. In order to achieve that, the Language club Committee operates with the following objectives:

1. To train the students in our national language.
2. To help each student to learn pronunciation, accent, stress and all other aspects of the phonetics of the language.
3. To plan Guest lectures to learn and understand about different aspects out of curriculum.

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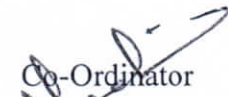Engineering & Technology,
SURAMPALEM- 533 437

Date: 27/12/2017

CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 27/12/2017 at 2:00PM to discuss about the guest lecture "Improve Vocabulary to Sound Smarter" which is going to be conducted on 29/12/2017.

Agenda:

1. Introduction of committee members
2. The events to be conducted for the academic year 2017-18
3. Plan for the event which is on 29/12/2017
4. Any other.

Co-Ordinator

Language Club

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Copy to:

-Principal,

-IQAC

-All the HODs

-Committee members

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SURAMPALEM- 533 437

Date: 28/12/2017

Minutes of Language Club Committee Meeting

Date of meeting: 27/12/2017
Time: 2PM
Venue: Seminar Hall, ACET

A meeting was held on 27/12/2017 with the Language club Committee members in the Seminar Hall with the following agenda. The meeting was chaired by Respected Principal Sir.

Agenda:

1. Introduction of committee members
2. The events to be conducted for the academic year 2016-17
3. Plan for the event which is on 29/12/2017
4. Any other.

The list of Language Lab Committee members who attended the meeting:

S.No	Name of the Faculty	Designation	Role
1.	Dr. T.K.Ramakrishna Rao	Principal	Chairman
2.	Ms. T. Neelima	Asst.Professor	Co-ordinator
3.	Ms. D.Haritha	Asst.Professor	Member
4.	Ms. Vahida	Asst.Professor	Member
5.	Ms. V.Preethi	Asst.Professor	Member
6.	Ms. N. Aahlada 16P31A0431	Student	Member
7.	S. Bhavani Kiran Reddy 16P31A0548	Student	Member

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MINUTES AND RESOLUTIONS:

1. The Convener welcomed all the committee members.
2. All the members introduced themselves.
3. All the members discussed and prepared one rough schedule for the one-day programme on "Improve Vocabulary to Sound Smarter".
4. The committee members discussed about the role of each member for the smooth conduct of the event.

Co-Ordinator

Language Club

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Engineering & Tech............
SURAMPALEM- 5....

Copy to:

- IQAC

- All the HODs

- Admin.Officer

- Committee members

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Engineering & Technology
SURAMPALEM- 533 437

Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 06/02/2018 at 10:00AM to discuss about the Short-Term Training Program which is going to be conducted from 12/02/2018 to 17/02/2018.

Agenda:

1. About the guest lecture which was conducted on 29/12/2017
2. Plan for the event which is going to start from 12/02/2018
3. Role of each committee member for the Short-Term Training Program.

Co-Ordinator

Language Club

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Copy to:

-Principal,

-IQAC

-All the HODs

-Committee members

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Date: 07/02/2018

Minutes of Language Club Committee Meeting

Date of meeting: 06/02/2018
Time: 10AM
Venue: Seminar Hall, ACET

A meeting was held on 06/02/2018 with the Language club Committee members in the Seminar Hall with the following agenda. The meeting was chaired by Respected Principal Sir.

Agenda:

1. About the guest lecture which was conducted on 29/12/2017
2. Plan for the event which is going to start from 12/02/2018
3. Role of each committee member for the Short-Term Training Program

The list of Language Lab Committee members who attended the meeting:

S.No	Name of the Faculty	Designation	Role
1.	Dr. T.K.Ramakrishna Rao	Principal	Chairman
2.	Ms. T. Neelima	Asst.Professor	Co-ordinator
3.	Ms. D.Haritha	Asst.Professor	Member
4.	Ms. Vahida	Asst.Professor	Member
5.	Ms. V.Preethi	Asst.Professor	Member
6.	Ms. N. Aahlada 16P31A0431	Student	Member
7.	S. Bhavani Kiran Reddy 16P31A0548	Student	Member

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MINUTES AND RESOLUTIONS:

1. The Co-ordinator welcomed all the committee members.
2. The members discussed about the guest lecture which was held on 29/12/2017
3. The committee members discussed about Short Term Training Program which is going to be conducted from 12/02/2018.
4. The committee members discussed about the role of each member for the smooth conduct of the event.

Co-Ordinator

Language Club

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Copy to:

    - IQAC

    - HODs

    - Admin.Officer

    - Committee members

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