



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref:ACET/Lang/2019-20/SOP

Language Club

Standard Operating Procedure (SOP)

AY 2019-20


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 the academic year for a duration of 2 weeks to train students in one foreign language (French) and our national Language (Hindi).
5. Out of two languages, the students can enroll in any one language of their interest.
6. Training program will be conducted from 3.30PM to 4:30PM in the corresponding language by the language expert.
7. Language experts will be selected by the Co-ordinator.
8. Along with the STTP, the club conducts Guest lectures to improve communication skills of students.
9. A meeting will be conducted before the event.
10. 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 one foreign language and 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.

Co-ordinator


Language Club


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Date: 10/07/2019

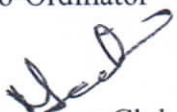
CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 11/07/2019 at 2:00PM to discuss about the "English Communication – Employability skills" which is going to be conducted on 15/07/2019.

Agenda:

1. Introduction of committee members
2. Plan for the events to be conducted in this academic year.
3. Plan for the event which is on 15/07/2019
4. Any other.

Co-Ordinator


Language Club


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Copy to:

- Principal,
- IQAC
- All the HODs and Committee members


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Date: 12/07/2019

Minutes of Language Club Committee Meeting

Date of meeting: 11/07/2019

Time: 2PM

Venue: Seminar Hall, ACET

A meeting was held on 11/07/2019 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. Plan for the events to be conducted in this academic year.
3. Plan for the event which is on 15/07/2019
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.	T. Neelima	Asst.Professor	Co-ordinator
3.	Dr. J.M. Kanthi Thilaka	Professor	Member
4.	Ms. D. Haritha	Asst.Professor	Member
5.	Mr. T.B.V Sita Rama Krishna	Asst.Professor	Member
6.	Mr. A. Bharath Kumar Varma (18P31A0404)	Student	Member
7.	T. Deepak Reddy (18P31A04B1)	Student	Member

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MINUTES AND RESOLUTIONS:

1. The Co-ordinator welcomed all the committee members.
2. Reviewd the events in the last academic year.
3. All the members discussed and prepared one rough schedule for the one-day programme on "English Communication – Employability skills".
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

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Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Date: 28/01/2020

CIRCULAR

All the members of committee are requested to attend the meeting in Seminar Hall, Aditya College of Engineering & Technology on 28/01/2020 at 2:00PM to discuss about the Short Term Training Program" which is going to be conducted from 03/02/2020 to 15/02/2020.

Agenda:

1. Review of Previous event
2. Plan for the event which is going to start from 03/02/2020
3. Any other.

Co-Ordinator

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Date: 29/01/2020

Minutes of Language Club Committee Meeting

Date of meeting: 28/01/2020

Time: 2PM

Venue: Seminar Hall, ACET

A meeting was held on 28/01/2020 with the Language club Committee members in the Seminar Hall with the following agenda. The meeting was chaired by Respected Principal Sir.

Agenda:

1. Review of Previous event
2. Plan for the event which is going to start from 03/02/2020
3. 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.	T. Neelima	Asst.Professor	Co-ordinator
3.	Dr. J.M. Kanthi Thilaka	Professor	Member
4.	Ms. D. Haritha	Asst.Professor	Member
5.	Mr. T.B.V Sita Rama Krishna	Asst.Professor	Member
6.	Mr. A. Bharath Kumar Varma (18P31A0404)	Student	Member
7.	T. Deepak Reddy (18P31A04B1)	Student	Member

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MINUTES AND RESOLUTIONS:

1. The Co-ordinator welcomed all the committee members.
2. Discussed about the guest lecture which was conducted on 15/07/2019.
3. All the members discussed and prepared one rough schedule for the event which is going to start from 03/02/2020
4. The committee members discussed about the role of each member for the smooth conduct of the event.

Co-Ordinator

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