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ITELL ORELL DIGITAL LANGUAGE LAB PREMIUM EDITION- SOFTWARE
PRODUCT**

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Description Of Other Rights And Limitations: **Oréll** provides you the license only to conduct one Language Lab class; that is 1+20 Consoles, Premium P1 edition..

Operating System: **iTell** software may work with different operating systems. However you have to use it with the prescribed operating systems. **iTell** will not work on all operating systems.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057



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Software Installation and Use. You may install and use the SOFTWARE PRODUCT on one COMPUTER network only. Usage of installation is limited to one Language Lab only.

Back up copy. You may use the back-up copy solely for the re-installation purpose.

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Signed by and on behalf of:

Oréll Technosystems (India) Pvt.Ltd.


Saji Varghese
Director



Date of Agreement : 31st December 2019


Principal

Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

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Theory - 01 Credit Course

Communicative English

| | | | |
|--|-----------------------|-------------|-----------|
| Course Title: | Communicative English | CIE Marks | 50 |
| Course Code: | BENGK106-206 | SEE Marks | 50 |
| Course Type (Theory/Practical /Integrated) | Theory | Total Marks | 100 |
| Teaching Hours/Week (L:T:P: S) | 1:0:0:0 | Exam Hours | 01 Theory |
| Total Hours of Pedagogy | 15 hours | Credits | 01 |

Course objectives: The course Communicative English (22ENG16) will enable the students,

1. To know about Fundamentals of Communicative English and Communication Skills in general.
2. To train to identify the nuances of phonetics, intonation and enhance pronunciation skills for better Communication skills.
3. To impart basic English grammar and essentials of important language skills.
4. To enhance with English vocabulary and language proficiency for better communication skills.
5. To learn about Techniques of Information Transfer through presentation.

Teaching-Learning Process :

These are sample Strategies, which teacher can use to accelerate the attainment of the various course outcomes and make Teaching - Learning more effective:

Teachers shall adopt suitable pedagogy for effective teaching - learning process. The pedagogy shall involve the combination of different methodologies which suit modern technological tools and software's to meet the present requirements of the Global employment market.

- (i) Direct instructional method (Low/Old Technology), (ii) Flipped classrooms (High/advanced Technological tools), (iii) Blended learning (Combination of both), (iv) Enquiry and evaluation based learning,
- (v) Personalized learning, (vi) Problems based learning through discussion, (vii) Following the method of expeditionary learning Tools and techniques, (viii) Use of audio visual methods through language Labs in teaching of of LSRW skills.

Apart from conventional lecture methods, various types of innovative teaching techniques through videos, animation films may be adapted so that the delivered lesson can progress the students In theoretical applied and practical skills in teaching of communicative skills in general.

Language Lab : To augment LSRW, grammar and Vocabulary skills (Listening, Speaking, Reading, Writing and Grammar, Vocabulary) through tests, activities, exercises etc., comprehensive web-based learning and assessment systems can be referred as per the AICTE / VTU guidelines.

Module-1**(03 hours of pedagogy)**

Introduction to Communicative English : Communicative English, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English. Interpersonal and Intrapersonal Communication Skills.

Module-2**(03 hours of pedagogy)**

Introduction to Phonetics : Phonetic Transcription, English Pronunciation, Pronunciation Guidelines to consonants and vowels, Sounds Mispronounced, Silent and Non silent Letters, Syllables and Structure. Word Accent, Stress Shift and Intonation, Spelling Rules and Words often Misspelt. Common Errors in Pronunciation.

Module-3**(03 hours of pedagogy)**

Basic English Communicative Grammar and Vocabulary PART - I : Grammar: Basic English Grammar and Parts of Speech, Articles and Preposition. Question Tags, One Word Substitutes, Strong and Weak forms of words, Introduction to Vocabulary, All Types of Vocabulary – Exercises on it.

Module-4**(03 hours of pedagogy)**

Basic English Communicative Grammar and Vocabulary PART - II: Words formation - Prefixes and Suffixes, Contractions and Abbreviations. Word Pairs (Minimal Pairs) – Exercises, Tense and Types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it.

Module-5**(03 hours of pedagogy)**

Communication Skills for Employment : Information Transfer: Oral Presentation and its Practice. Difference between Extempore/Public Speaking, Communication Guidelines. Mother Tongue Influence (MTI), Various Techniques for Neutralization of Mother Tongue Influence. Reading and Listening Comprehensions – Exercises.

Course outcome (Course Skill Set)

At the end of the course Communicative English (22ENG16) the student will be able to:

| | |
|-----|---|
| C01 | Understand and apply the Fundamentals of Communication Skills in their communication skills. |
| C02 | Identify the nuances of phonetics, intonation and enhance pronunciation skills. |
| C03 | To impart basic English grammar and essentials of language skills as per present requirement. |
| C04 | Understand and use all types of English vocabulary and language proficiency. |
| C05 | Adopt the Techniques of Information Transfer through presentation. |

Assessment Details (both CIE and SEE)

The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing mark for the CIE is 40% of the maximum marks (20 marks out of 50). The minimum passing mark for the SEE is 35% of the maximum marks (18 marks out of 50). A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course if the student secures not less than 35% (18 Marks out of 50) in the semester-end examination(SEE), and a minimum of 40% (40 marks out of 100) in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.

Continuous Internal Evaluation(CIE):**Two Unit Tests each of 30 Marks (duration 01 hour)**

- First test after the completion of 30-40 % of the syllabus
- Second test after completion of 80-90% of the syllabus

One Improvement test before the closing of the academic term may be conducted if necessary. However best two tests out of three shall be taken into consideration

Two assignments each of 20 Marks

The teacher has to plan the assignments and get them completed by the students well before the closing of the term so that marks entry in the examination portal shall be done in time. Formative (Successive) Assessments include Assignments/Quizzes/Seminars/ Course projects/Field surveys/ Case studies/ Hands-on practice (experiments)/Group Discussions/ others.. The Teachers shall choose the types of assignments depending on the requirement of the course and plan to attain the Cos and POs. (to have a less stressed CIE, the portion of the syllabus should not be common /repeated for any of the methods of the CIE. Each method of CIE should have a different syllabus portion of the course). CIE methods /test question paper is designed to attain the different levels of Bloom's taxonomy as per the outcome defined for the course.

The sum of two tests, two assignments, will be out of 100 marks and will be scaled down to 50 marks

Semester End Examinations (SEE)

SEE paper shall be set for 50 questions, each of the 01 mark. The pattern of the question paper is MCQ (multiple choice questions). The time allotted for SEE is 01 hour. The student must secure a minimum of 35% of the maximum marks for SEE.

Suggested Learning Resources:**Textbook:**

- 1) **Communication Skills** by Sanjay Kumar & Pushp Lata, Oxford University Press India Pvt Ltd - 2019.
- 2) **A Textbook of English Language Communication Skills**, (ISBN-978-81-955465-2-7), Published by Infinite Learning Solutions, Bengaluru - 2022.

Reference Books:

1. **Technical Communication** by Gajendra Singh Chauhan and Et al, (ISBN-978-93-5350-050-4), Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
2. **English for Engineers** by N.P.Sudharshana and C.Savitha, Cambridge University Press – 2018.
3. **English Language Communication Skills – Lab Manual cum Workbook**, Cengage learning India Pvt Limited [Latest Revised Edition] – (ISBN-978-93-86668-45-5), 2019.
4. **A Course in Technical English – D Praveen Sam, KN Shoba**, Cambridge University Press – 2020.
5. **Practical English Usage** by Michael Swan, Oxford University Press – 2016.

Activity Based Learning (Suggested Activities in Class)/ Practical Based learning

- ✓ Contents related activities (Activity-based discussions)
- ✓ For active participation of students instruct the students to prepare Flowcharts and Handouts
- ✓ Organising Group wise discussions Connecting to placement activities
- ✓ Quizzes and Discussions, Seminars and assignments

Professional Writing Skills in English

| | | | |
|--|--|-------------|-----------|
| Course Title: | Professional Writing Skills in English | | |
| Course Code: | BPWSK206-106 | CIE Marks | 50 |
| Course Type (Theory/Practical /Integrated) | Theory | SEE Marks | 50 |
| | | Total Marks | 100 |
| Teaching Hours/Week (L:T:P: S) | 1:0:0:0 | Exam Hours | 01 Theory |
| Total Hours of Pedagogy | 15 hours | Credits | 01 |

Course objectives:

The course Professional Writing Skills in English (22PWS26) will enable the students,

1. To Identify the Common Errors in Writing and Speaking of English.
2. To Achieve better Technical writing and Presentation skills for employment.
3. To read Technical proposals properly and make them to write good technical reports.
4. To Acquire Employment and Workplace communication skills.
5. To learn about Techniques of Information Transfer through presentation in different level.

Teaching-Learning Process

These are sample Strategies, which teacher can use to accelerate the attainment of the various course outcomes and make Teaching - Learning more effective: Teachers shall adopt suitable pedagogy for effective teaching - learning process. The pedagogy shall involve the combination of different methodologies which suit modern technological tools and software's to meet the present requirements of the Global employment market.

- (i) Direct instructional method (Low/Old Technology), (ii) Flipped classrooms (High/advanced Technological tools), (iii) Blended learning (Combination of both), (iv) Enquiry and evaluation based learning,
- (v) Personalized learning, (vi) Problems based learning through discussion, (vii) Following the method of expeditionary learning Tools and techniques, (viii) Use of audio visual methods through language Labs in teaching of LSRW skills.

Apart from conventional lecture methods, various types of innovative teaching techniques through videos, animation films may be adapted so that the delivered lesson can progress the students In theoretical applied and practical skills in teaching of communicative skills in general.

Language Lab : To augment LSRW, grammar and Vocabulary skills (Listening, Speaking, Reading, Writing and Grammar, Vocabulary) through tests, activities, exercises etc., comprehensive web-based learning and assessment systems can be referred as per the AICTE / VTU guidelines.

Module-1 (03 hours of pedagogy)

Identifying Common Errors in Writing and Speaking English : Common errors identification in parts of speech, Use of verbs and phrasal verbs, Auxiliary verbs and their forms, Subject Verb Agreement (Concord Rules), Common errors in Subject-verb agreement, Sequence of Tenses and errors identification in Tenses. Words Confused/Misused.

Module-2 (03 hours of pedagogy)

Nature and Style of sensible writing: Organizing Principles of Paragraphs in Documents, Writing Introduction and Conclusion, Importance of Proper Punctuation, Precise writing and Techniques in Essay writing, Sentence arrangements and Corrections activities. Misplaced modifiers, Contractions, Collocations, Word Order, Errors due to the Confusion of words.

Module-3 (03 hours of pedagogy)

Technical Reading and Writing Practices: Technical writing process, Introduction to Technical Reports writing, Significance of Reports, Types of Reports. Introduction to Technical Proposals Writing, Types of Technical Proposals, Characteristics of Technical Proposals. Scientific Writing Process. Grammar – Voices and Reported Speech, Spotting Error & Sentence Improvement, Cloze Test and Theme Detection Exercises.

Module-4 (03 hours of pedagogy)

Professional Communication for Employment: Listening Comprehension, Types of Listening, Listening Barriers, Improving Listening Skills. Reading Comprehension, Tips for effective reading. Job Applications, Types of official/employment/business Letters, Resume vs. Bio Data, Profile, CV. Writing effective resume for employment, Emails, Blog Writing and Memos.

Module-5 (03 hours of pedagogy)

Professional Communication at Workplace: Group Discussion and Professional Interviews, Characteristics and Strategies of a GD and PI's, Intra and Interpersonal Communication Skills at workplace, Non-Verbal Communication Skills and its importance in GD and Interview. Presentation skills and Formal Presentations by Students, Strategies of Presentation Skills.

Course outcome (Course Skill Set)

At the end of the course the student will be able to:

| | |
|-----|--|
| CO1 | To understand and identify the Common Errors in Writing and Speaking. |
| CO2 | To Achieve better Technical writing and Presentation skills. |
| CO3 | To read Technical proposals properly and make them to Write good technical reports. |
| CO4 | Acquire Employment and Workplace communication skills. |
| CO5 | To learn about Techniques of Information Transfer through presentation in different level. |

Assessment Details (both CIE and SEE)

The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing mark for the CIE is 40% of the maximum marks (20 marks out of 50). The minimum passing mark for the SEE is 35% of the maximum marks (18 marks out of 50). A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course if the student secures not less than 35% (18 Marks out of 50) in the semester-end examination(SEE), and a minimum of 40% (40 marks out of 100) in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.

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Suggested Learning Resources:**Textbook:**

- 1) "Professional Writing Skills in English" published by Fillip Learning – Education (ILS), Bangalore – 2022.
- 2) "Functional English" (As per AICTE 2018 Model Curriculum) (ISBN-978-93-5350-047-4) Cengage learning India Pvt Limited [Latest Edition 2019].

Reference Books:

- 1) **English for Engineers** by N.P.Sudharshana and C.Savitha, Cambridge University Press – 2018.
- 2) **Technical Communication** by Gajendra Singh Chauhan and Et al, (ISBN-978-93-5350-050-4), Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
- 3) **Technical Communication – Principles and Practice**, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.
- 4) **High School English Grammar & Composition** by Wren and Martin, S Chandh & Company Ltd – 2015.
- 5) **Effective Technical Communication – Second Edition** by M Ashraf Rizvi, McGraw Hill Education (India) Private

Activity Based Learning (Suggested Activities in Class)/ Practical Based learning

- ✓ Contents related activities (Activity-based discussions)
- ✓ For active participation of students instruct the students to prepare Flowcharts and Handouts
- ✓ Organising Group wise discussions Connecting to placement activities
- ✓ Quizzes and Discussions, Seminars and assignments

CIRCULAR

Language Lab Committee of SCE follows the following Standard Operating Procedure.

1. The committee is initially formed by the principal and IQAC
2. The committee members are nominated by the principal initially and restructured every academic year.
3. Roles and responsibilities of language lab committee are formed.
4. The committee meeting is conducted before the starting of the academic year to prepare time table and also to decide about the modules to be taught in that academic year.
5. Language laboratory is introduced by the AICTE and VTU as a part of mandatory requirement of the teaching activity to enhance communication skills.
6. Language Lab conducted compulsorily for all the first year students by the Language lab faculty (English Teacher).
7. Students use the headset to listen the content of audio paying attention to all aspects of phonetics such as pronunciation, accents etc.. could record and assess their performance.
8. Students do the assignments given by the faculty members which include: answer the exercise in individual or in group, pronunciation. audio conversation discussions etc.,
9. In language lab, students will be trained to remove mother tongue influence, improve vocabulary & pronunciation.
10. Language Lab software and Systems are monitored by the Committee members for its proper functionality.


Convener


Principal

Purpose of the Language Lab

The goal of the Language Lab is to provide the students an effective language learning practices. Nowadays importance of the language lab has been identified by both academicians and by the industry people. It provides an opportunity to the students to talk by listening to the audio, thus helping the students to improve their Language. The main purposes of the Language Lab are:

- To play a vital role in securing a desirable employment for the students.
- To provide practice to the students in an entertaining and interactive way to acquire the four main language skills: Listening, Speaking, Reading and Writing.
- It aims at facilitating the learners to gain mastery in the use of English.
- The students are given training in communication, confidence building, career development, report writing, resume writing and self-awareness.
- To provide Accuracy and fluency in the use of language.
- To enable the learners to practice better pronunciation through stress on word accent, intonation and rhythm.
- To enrich the vocabulary of the learners.
- To train the learners to use language effectively to face interviews, group discussions and public speaking.
- To facilitate the students to shed fear and anxiety while using English and to overcome their Mother Tongue influence.
- To expose the learners to a variety of self-instructional, learner friendly modes of language learning.

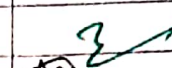

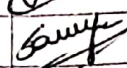

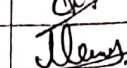
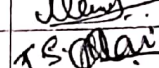

Convener


Principal

CIRCULAR

Date: 12-01-2023

This is to notify that the college management has decided to constitute **Language Lab Committee**. As per the suggestions of the Expert a special name can be identified for the committee as **Shakespeare**. Following persons are hereby nominated as the members of Language Lab Committee

| Sl. No. | Name | Designation | Role | Sign |
|---------|-----------------------|---------------------|----------|---|
| 1 | Dr. H Ramakrishna | Principal | Chairman |  |
| 2 | Prof. Shwetha A B | Assistant professor | Convener |  |
| 4 | Prof. Sowmya Somanath | Assistant Professor | Member |  |
| 5 | Prof. Chethan B P | Assistant Professor | Member |  |
| 6 | Prof. Manasa M. G | Assistant Professor | Member |  |
| 7 | Prof. Pallavi T.S | Assistant Professor | Member |  |

Roles:

- To provide fluency and accuracy in the use of English language.
- To provide practice to the students in an entertaining and interactive way to acquire the four main language skills: Listening, Speaking, Reading and Writing.
- It aims at facilitating the learners to gain mastery in the use of English.
- The students are given training in communication, confidence building, career development, report writing, resume writing and self-awareness.

Responsibilities:

- To enable the learners to practice better pronunciation through stress on word accent, intonation and rhythm.
- To enrich the vocabulary of the students.
- To train the learners to use English language effectively to face interviews, group discussions and public speaking.
- To facilitate the students to shed their fear and anxiety while using English language.
- To help the learners to overcome their Mother Tongue influence.

Wishing all the best,

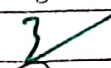



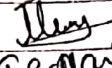
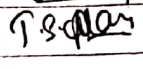
Principal

Language Lab Committee

MEETING NOTICE

Date: 12-01-2023

Today on 12-01-2023 Thursday from 11:30 am onwards a meeting of Shakespeare (Language Lab Committee) to discuss the following agenda in presence of the following members.

| Sl. No. | Name | Designation | Role | Sign |
|---------|-----------------------|---------------------|----------|---|
| 1 | Dr. H Ramakrishna | Principal | Chairman |  |
| 2 | Prof. Shwetha A B | Assistant professor | Convener |  |
| 4 | Prof. Sowmya Somanath | Assistant Professor | Member |  |
| 5 | Prof. Chethan B P | Assistant Professor | Member |  |
| 6 | Prof. Manasa . M.G | Assistant Professor | Member |  |
| 7 | Prof. Pallavi T.S | Assistant Professor | Member |  |

Agenda:

Agenda 1: To conduct classes to the students to develop confidence and corporate Personality

Agenda 2: To help students handle interviews by enriching the vocabulary of the students.

Agenda 3: Regarding the working of Software and Headsets in Language Lab

Agenda 4: To enable the students to have the practice of stress on words accent and rhythm

Agenda 5: To provide fluency in the use of language.

Miscellaneous items by the permission of the Chair


Convener

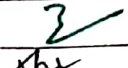
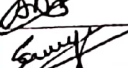
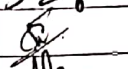
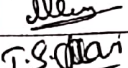
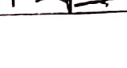
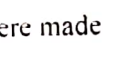

Principal

Language Lab Committee

MINUTES OF THE MEETING

Date 13-01-2023

On 12-01-2023 Thursday from 11:30 am onwards a meeting of Shakespeare (Language Lab Committee) was conducted to discuss the following agenda in presence of the following members.

| Sl. No. | Name | Designation | Role | Sign |
|---------|-----------------------|---------------------|----------|---|
| 1 | Dr. H Ramakrishna | Principal | Chairman |  |
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| 5 | Prof. Chethan B P | Assistant Professor | Member |  |
| 6 | Prof. Manasa . M. G | Assistant Professor | Member |  |
| 7 | Prof. Pallavi T.S | Assistant Professor | Member |  |

Principal gave opening remarks to the members. The following resolutions were made

Agenda

Agenda 1: To conduct classes to the students to develop confidence and corporate personality

Resolution: Students must be trained to develop confidence and a corporate personality

Agenda 2: To help students handle interviews by enriching the vocabulary of the students.

Resolution: Trained students must be capable of facing the interviews with good vocabulary.

Agenda 3: Regarding the working of Software and Headsets in Language Lab

Resolution: Both software and head sets are in working conditions

Agenda 4: To enable the students to have the practice of stress on words accent and rhythm

Resolution: Students must be trained to adopt the good accent in their English language

Agenda 5: To provide fluency in the use of language

Resolution: Trained students must be capable to talk fluently.

The meeting was concluded with the vote of thanks by the convener.


Convener


Principal



Sapthagiri College of Engineering
(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi)
ISO 9001:2015 & ISO 14001:2015 Certified Institute
Accredited By NAAC with "A" Grade. Accredited By NBA
#14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru - 560057
Phone: 080-28372800/1/2 www.sapthagiri.edu.in Fax: 080-28372797
Department of Computer Science & Engineering

| EVEN semester TIME-TABLE with effect from 25/05/2023 | | | | | | | | | |
|--|--------|---------------------------|-----------------------------|-------|--------------|-----------------------------|-------------------------------|--------|------------|
| Department/Branch | | CSE/ISE/ECE/EEE/ISE/ME/CV | | | Semester : 2 | | Section : ALL SECTIONS | | |
| Academic Year | | 2022-23 | | | LAB No. | | ALAB 105 (Communication Lab) | | |
| PERIOD | 1 | 2 | | 3 | 4 | | 5 | 6 | 7 |
| TIME | 8:30AM | 9:30 | 10:30 | 10:50 | 11:50 | 12:50 | 01:45 | 02:40 | 03:35 |
| DAY | 9:30 | 10:30 | 10:50 | 11:50 | 12:50PM | 01:45 | 02:40 | 03:35 | 04:30PM |
| MON | | | Short Break (20 minutes) | | | Lunch Break (55 minutes) | | BT(A) | CSE(B) |
| TUE | | | | | | | | CSE(A) | ECE(B) |
| WED | | | | | | | | ECE(A) | EEE(A) |
| THU | | | | | | | | | ISE(A) |
| FRI | | | | | | | | ISE(B) | ME & CV(A) |
| SAT | | | | | | | | | |

LAB INCHARGE

HOD

PRINCIPAL



Sapthagiri College of Engineering
 (Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi)
 ISO 9001:2015 & ISO 14001:2015 Certified Institute
 Accredited By NAAC with "A" Grade, Accredited By NBA
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 Phone: 080-28372800/1/2 www.sapthagiri.edu.in Fax: 080-28372797

Department of Computer Science & Engineering

| ODD semester TIME-TABLE with effect from | | | | | | | | | |
|--|--------|---------------------------|-----------------------------|-------|---------|-----------------------------|--------|-------------------------------|---------|
| Department/Branch | | CSE/ISE/ECE/EEE/ISE/ME/CV | | | | Semester : 1 | | Section : ALL SECTIONS | |
| Academic Year | | 2022-23 | | | | LAB No. | | ALAB 105 (Communication Lab) | |
| PERIOD | 1 | 2 | | 3 | 4 | | 5 | 6 | 7 |
| TIME | 8:30AM | 9:30 | 10:30 | 10:50 | 11:50 | 12:50 | 01:45 | 02:40 | 03:35 |
| DAY | 9:30 | 10:30 | 10:50 | 11:50 | 12:50PM | 01:45 | 02:40 | 03:35 | 04:30PM |
| MON | | | Short Break (20 minutes) | | | Lunch Break (55 minutes) | | ECE(B) | ISE(A) |
| TUE | | | | | | | | BT(A) | CSE(B) |
| WED | | | | | | | | ME & CV(A) | CSE(A) |
| THU | | | | | | | | | EEE(A) |
| FRI | | | | | | | ISE(B) | | ECE(A) |
| SAT | | | | | | | | | |

LAB INCHARGE

HOD

PRINCIPAL



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Language Lab 2022-23

| Sl. No. | Chronology | Plan | Description | Strategy | Funds/Budget | Remarks |
|---------|-----------------------------|---|---|---|--------------------------|---------|
| 1 | 15 th Feb 2023 | Expert talk on COMMUNICATION SKILLS | Civil and Mechanical branch students participated in the event. The event speaker was Mr. Kunal S who is an alumni of Computer Science Engineering department, SCE | To Motivate the students to develop confidence, communication skills, how to face interviews, to improve leadership skills. | Refreshments/ stationery | |
| 2 | 17 th Feb 2023 | Seminar on INTERPERSONAL SKILLS | To help students handle interviews and group discussions considering "INTERPERSONAL SKILLS", conducted to First year CSE students. Total Students participated for the event is 120 | Students must be motivated to adopt to the corporate environment | Refreshments/ stationery | |
| 3 | 8 th March 2023 | Workshop on "Vacabulary Building types of Activities" | To help students handle interviews and group discussions by considering "Vacabulary Building types of Activities", conducted to First year EEE and BT students. Total Students participated for the event is 80 | To develop confidence and a corporate Personality | Refreshments/ stationery | |
| 4 | 9 th March 2023 | Activity on GROUP DISCUSSION | To help students to handle interviews and group discussions by the activity on "GROUP DISCUSSION", conducted to first year EC students. | Students must be motivated to adopt to the corporate environment | Refreshments/ stationery | |
| 5 | 10 th March 2023 | Seminar on COMMUNICATION SKILLS | To help students to handle interviews by the activity on "Communication skills", conducted for first year Information Science Engineering department students. | To develop confidence and a corporate Personality | Refreshments/ stationery | |

Convener

Principal

06/03/2023

CIRCULAR






This is to inform that Language Lab (Shakespeare) Committee team members to attend the meeting held on 06/03/2023 at 10:30 AM in the Principal's Office.

Agenda of the meeting:

1. To Conduct a Workshop on **VOCABULARY BUILDING** held on 8th March 2023 for First Year EEE and BT students
2. To Conduct a Activity on **GROUP DISCUSSION** held on 9th March 2023 for First Year EC students
3. To Conduct a Seminar on **COMMUNICATION SKILLS** on 10th March 2023 for First Year ISE students

The purposes of conducting the events are:-

- To enable the students to have the practice of stress on word accent and rhythm
- To help students handle interviews and group discussions
- Students must be motivated to adapt to the corporate environment

| Sl. No. | Name | Designation | Role | Sign |
|---------|-------------------|---------------------|----------|--|
| 1 | Dr. H Ramakrishna | Principal | Chairman | 3 |
| 2 | Shwetha A B | Assistant professor | Convener |  |
| 4 | Sowmya Somanath | Assistant Professor | Member |  |
| 5 | Chethan B P | Assistant Professor | Member |  |
| 6 | Manasa . M. G | Assistant Professor | Member |  |
| 7 | Pallavi T.S | Assistant Professor | Member | T.S.  |


Convener


Principal

10/02/2023

CIRCULAR

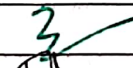
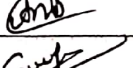
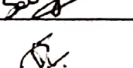
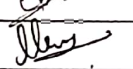


This is to inform that Language Lab (Shakespeare) Committee team members to attend the meeting held on 10/02/2023 at 12:30PM

Agenda of the meeting:


1. To Conduct a Expert talk on **COMMUNICATION SKILLS** on 15th Feb 2023 for First Year Civil and Mechanical students
2. To Conduct a Seminar on **INTERPERSONAL SKILLS** which is to be held on 17th Feb 2023 for First Year CSE students

The purposes of conducting the events are:-

- To develop confidence and a corporate Personality. Students must develop confidence and a corporate Personality
- To enable the students to have the practice of stress on word accent and rhythm
- To help students handle interviews and group discussions considering Vocabulary Skills, Parts of Speech, Interpersonal Skills
- Students must be motivated to adapt to the corporate environment

| Sl. No. | Name | Designation | Role | Sign |
|---------|-------------------|---------------------|----------|---|
| 1 | Dr. H Ramakrishna | Principal | Chairman |  |
| 2 | Shwetha A B | Assistant Professor | Convener |  |
| 4 | Sowmya Somanath | Assistant Professor | Member |  |
| 5 | Chethan B P | Assistant Professor | Member |  |
| 6 | Manasa . M.G | Assistant Professor | Member |  |
| 7 | Pallavi T.S | Assistant Professor | Member |  |


Convener


Principal

10/02/2023

MINUTES OF MEETING

The Language Lab (Shakespeare) committee meeting was held by Principal on 10/02/2023 at 12:30PM in the Principal's Office.

Agenda of the meeting:

1. To Conduct a Seminar on **COMMUNICATION SKILLS** on 15th Feb 2023 for First Year Civil and Mechanical students
2. To Conduct a Expert talk on **INTERPERSONAL SKILLS** which is to be held on 17th Feb 2023 for First Year CSE students

The purposes of conducting the events are:-

- To develop confidence and a corporate Personality. Students must develop confidence and a corporate Personality
- To enable the students to have the practice of stress on word accent and rhythm
- To help students handle interviews and group discussions considering Vocabulary Skills, Parts of Speech, Interpersonal Skills
- Students must be motivated to adapt to the corporate environment

| DATES | SESSION 1(1:30 TO 4:30PM) | Resource Person |
|------------|---------------------------|------------------|
| 15/02/2023 | COMMUNICATION SKILLS | Mr. Kunal S |
| 17/02/2023 | INTERPERSONAL SKILLS | Mrs. Shwetha A B |


Convener


Principal

06/03/2023

MINUTES OF MEETING

The Language Lab (Shakespeare) committee meeting was held by Principal on 06/03/2023 at

10:30 AM in the Principal's Office


Agenda of the meeting:

1. To Conduct a Workshop on **VOCABULARY BUILDING** held on 8th March 2023 for First Year EEE and BT students
2. To Conduct a Activity on **GROUP DISCUSSION** held on 9th March 2023 for First Year EC students
3. To Conduct a Seminar on **COMMUNICATION SKILLS** on 10th March 2023 for First Year ISE students

The purposes of conducting the events are:-

- To enable the students to have the practice of stress on word accent and rhythm
- To help students handle interviews and group discussions
- To help students to perform One Word Substitution
- Students must be motivated to adapt to the corporate environment

| DATES | SESSION I(1:30 TO 4:30PM) | Resource Person |
|------------|---------------------------|--------------------|
| 08/03/2023 | VOCABULARY BUILDING | Prof. Pallavi T S |
| 09/03/2023 | GROUP DISCUSSION | Prof. Vanitha G P |
| 10/03/2023 | COMMUNICATION SKILLS | Prof. Poornima G J |


Convener


Principal

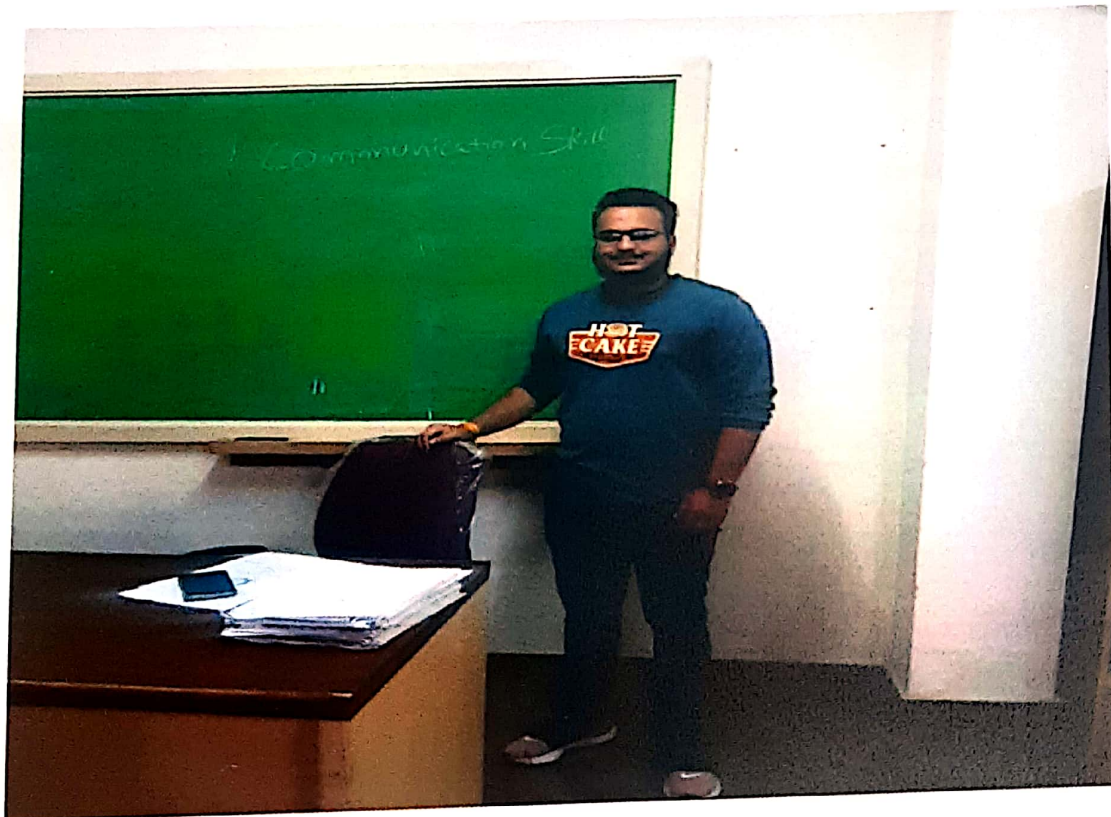
REPORT ON COMMUNICATION SKILLS

The Shakespeare team members of Sapthagiri College of Engineering organized the Event on **COMMUNICATION SKILLS** which was conducted on 15th Feb 2023 at 1:30PM and First Year Civil and Mechanical students attended the event. The program was successfully organized and carried out by committee members. The speaker for this event was **Mr. Kunal S** who successfully delivered the content. Following are the topics covered during the session

The following topics were covered during the session:

- Verbal communication
- Non verbal communication
- Communicating with confidence
- Active listening
- Body language
- Writing skills

SCREENSHOT OF THE PROGRAM





Event on communication skills


Convener


Principal

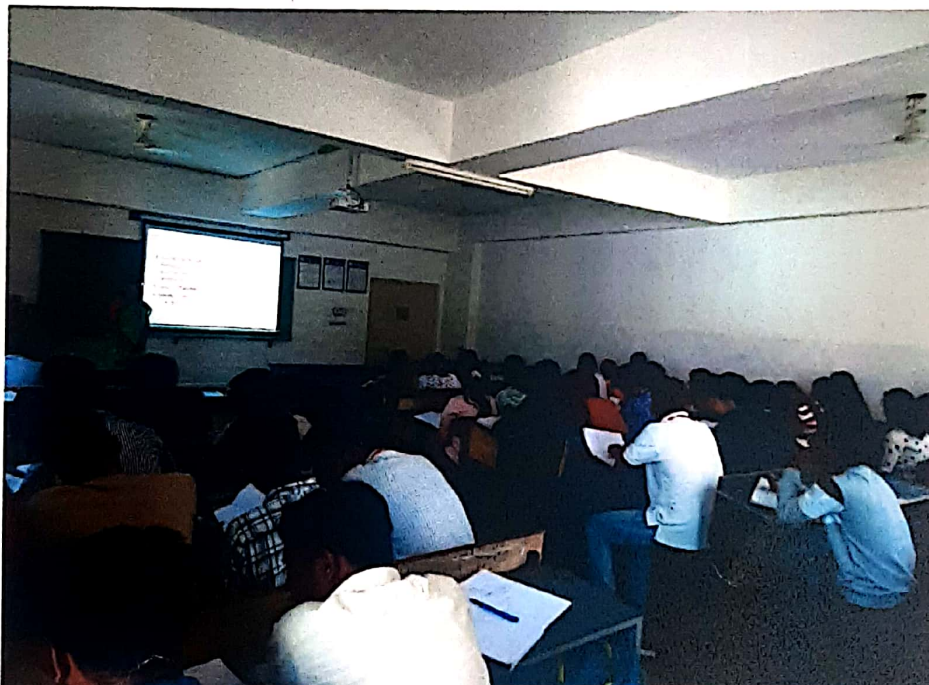
REPORT ON INTERPERSONAL SKILLS

The Shakespeare team members of Sapthagiri College of Engineering organized the Event on **INTERPERSONAL SKILLS** which was conducted on 17th Feb 2023 at 1:30PM and First Year CSE students attended the event. The program was successfully organized and carried out by committee members. The speaker for this event was **Prof. Shwetha A B** who successfully delivered the content. Following are the topics covered during the session

The following topics were covered during the session:

- Emotional Intelligence
- Communication
- Reliability
- Leadership
- Positivity
- Negotiation
- Openness to Feedback
- Empathy
- Teamwork
- Active Listening

SCREENSHOT OF THE PROGRAM




Convener

Event on Interpersonal Skills


Principal

REPORT ON VOCABULARY BUILDING

The Shakespeare team members of Sapthagiri College of Engineering organized the Event on **VOCABULARY BUILDING** which was conducted on 8th march 2023 at 1:30 pm for First Year EEE and BT students. The speaker for this event was **Prof. Pallavi T S** who successfully delivered the content. Following are the topics covered during the session

The following topics were covered during the session:

- Emotional Intelligence
- Communication
- Reliability
- Leadership
- Positivity
- Negotiation
- Openness to Feedback
- Empathy
- Teamwork
- Active Listening

SCREENSHOT OF THE PROGRAM





Event on Interpersonal Skills



Convener



Principal

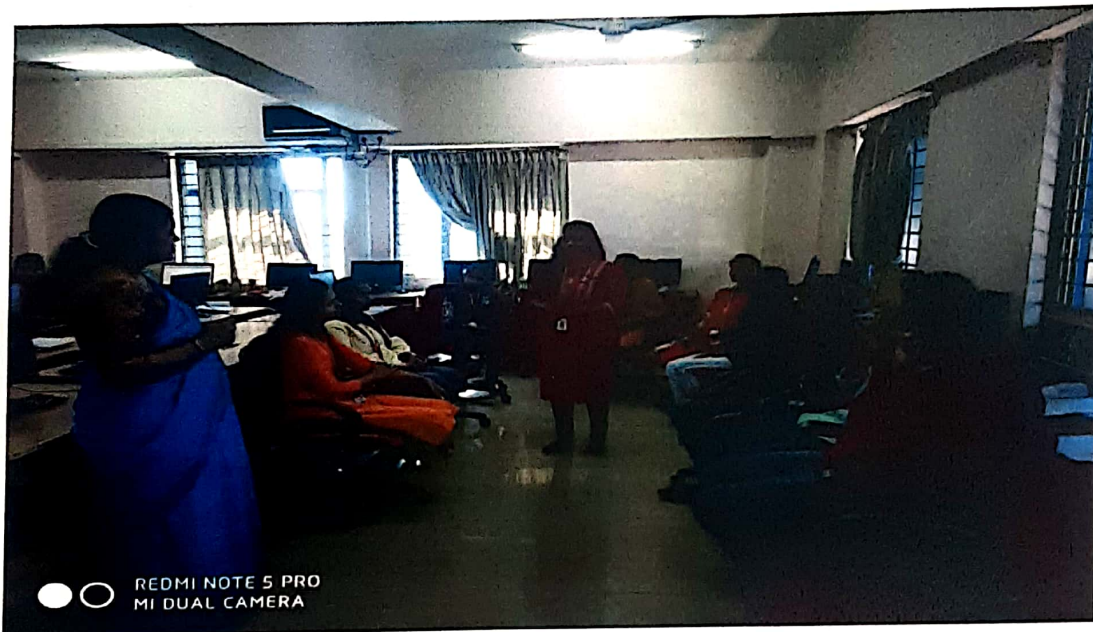
REPORT ON GROUP DISCUSSION

The Shakespeare team members of Sapthagiri College of Engineering organized the Event on **GROUP DISCUSSION** which was conducted on 9th march 2023 for First Year EC students at 1:30 pm and all the First year EC students attended the event. The program was successfully organized and carried out by committee members. The speaker for this event was **Prof. Vanitha G P** who successfully delivered the content. Following are the topics covered during the session

The following topics were covered during the session:

- Grooming (appearance)
- Be a good listener & support or add to the other points. (But don't interrupt in middle)
- Speak loudly and clearly.
- Try to be the first and the last speaker of the discussion.
- Be confident while speaking

SCREENSHOT OF THE PROGRAM



Event on Group Discussion


Convener


Principal

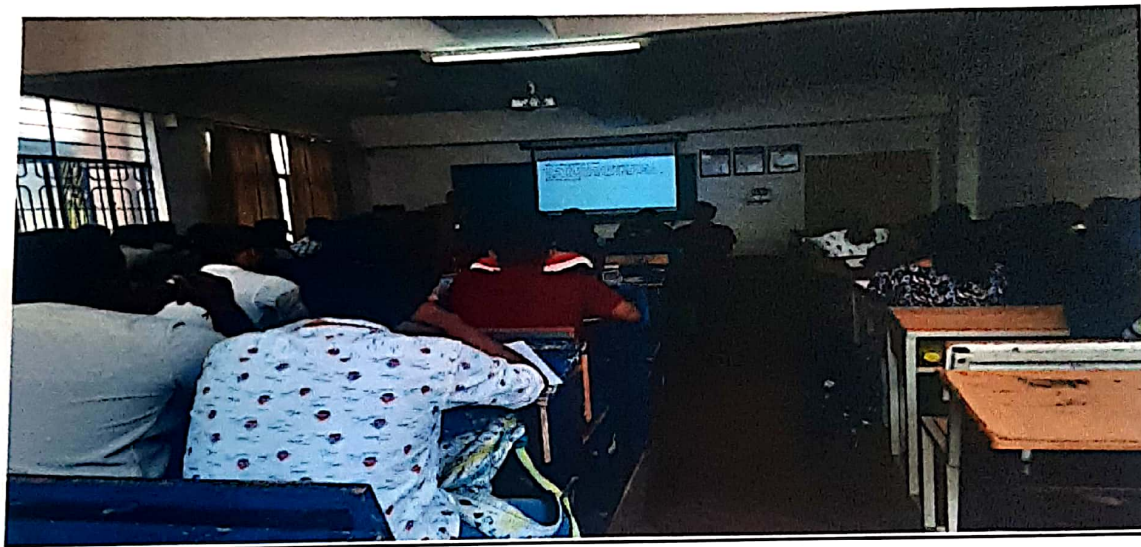
REPORT ON COMMUNICATION SKILLS

The Shakespeare team members of Sapthagiri College of Engineering organized the Event on **COMMUNICATION SKILLS** which was conducted on 10th March 2023 for First Year ISE students and all the First year ISE students attended the event. The program was successfully organized and carried out by committee members. The speaker for this event was **Prof. Poornima G J** who successfully delivered the content. Following are the topics covered during the session

The following topics were covered during the session:

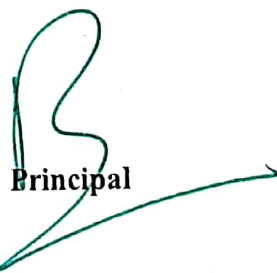
- Grooming (appearance)
- Be a good listener & support or add to the other points. (But don't interrupt in middle)
- Speak loudly and clearly.
- Try to be the first and the last speaker of the discussion.
- Be confident while speaking

SCREENSHOT OF THE PROGRAM



Event on Group Discussion


Convener


Principal