



**Bharath Institute of Higher Education and Research
(Deemed to be University)**

Office of the Dean of Engineering,

Sree Balaji Institute of Science and Technology (SBIST),

7, Works Road, Chromepet, Chennai – 600044

SBIST/LAB/REC/2025-26/001

Date: 01 October 2025

OFFICE ORDER

Language Laboratory Facility

1. PREAMBLE

The Institution has established a **Modern Language Laboratory** equipped with state-of-the-art audio-visual and multimedia facilities to enhance communication skills and language proficiency among students of Diploma and Degree programmes.

The Language Laboratory is designed to provide structured and systematic training in English communication, soft skills, and professional development, in alignment with:

- AICTE Essential Requirements
- Outcome-Based Education (OBE) Framework
- NBA & NAAC Quality Benchmarks
- Industry Employability Standards

The Laboratory is effectively utilized by both students and faculty members for self-enhancement, language acquisition, personality development, and career readiness training. The facility supports holistic development by integrating language learning with professional competence and employability enhancement.

2. OBJECTIVES

The Language Laboratory aims to:

1. Improve Listening, Speaking, Reading, and Writing (LSRW) skills.
2. Develop correct pronunciation, phonetics, and accent neutralization.
3. Enhance verbal and non-verbal communication skills.

4. Build confidence in public speaking and professional interactions.
5. Prepare students for interviews, group discussions, and corporate communication.
6. Support placement training and competitive examination preparation.
7. Promote self-learning and independent skill development.
8. Strengthen overall personality development and professional etiquette.

3. INFRASTRUCTURE DETAILS

3.1 Physical Infrastructure

- Dedicated Language Laboratory with adequate seating capacity.
- Well-ventilated, well-lit, and acoustically suitable environment.
- Ergonomic seating arrangement for students.
- Faculty control console and centralized instructor system.
- Whiteboard / Smart Board for interactive teaching.
- Uninterrupted Power Supply (UPS) backup.
- Structured layout ensuring distraction-free learning.

3.2 Hardware Facilities

The Language Laboratory includes:

- **15 Individual Workstations**, each equipped with:
 - Desktop Computer
 - Headphones with microphone
- High-speed internet connectivity.
- Centralized instructor console for monitoring and control.
- Audio-visual system for multimedia presentations.
- Server-based monitoring system.
- Internet-connected systems to support Internet-Based Training (IBT).

Each workstation enables students to practice in a private and focused environment, ensuring effective and personalized learning.

3.3 Software & Interactive Learning Resources

The lab is equipped with **Interactive Language Software**, featuring:

- Dynamic language learning programs.
- Modules covering grammar, vocabulary, pronunciation, phonetics, and fluency.
- Listening comprehension exercises.
- Corporate communication modules.
- Soft skill development programs.
- Group discussion simulations.
- Mock interview training modules.
- Multi-level language development exercises.

The software supports structured and progressive learning aligned with academic and industry requirements.

3.4 Multimedia Library

Students have access to a comprehensive multimedia repository including:

- Educational videos
- Audio clips and pronunciation drills
- Interactive tutorials
- Digital learning resources
- E-learning modules and online content
- Language enhancement activities

These resources supplement classroom instruction and promote self-paced learning.

3.5 Recording & Analysis Tools

The Language Laboratory is equipped with:

- Voice recording facility
- Playback system for self-assessment
- Pronunciation analysis support
- Fluency improvement tracking tools

Students can record and review their speech to improve clarity, articulation, pronunciation accuracy, and confidence.

4. TRAINING FORMATS

The Language Laboratory supports multiple training modes:

- Internet-Based Training (IBT)
- Computer-Based Training (CBT)
- Instructor-led interactive sessions
- Self-paced learning modules
- Placement-oriented communication training
- Soft skill and personality development workshops

These diversified formats ensure comprehensive skill development.

5. UTILIZATION

The Language Laboratory is effectively utilized for:

- Communication Skills Laboratory sessions (as per curriculum).
- LSRW skill development practice.
- Placement training programs.
- Mock interviews and Group Discussions.
- Personality development workshops.
- Spoken English improvement sessions.
- Soft skill enhancement programmes.
- Competitive exam communication preparation.

The lab remains open to students during scheduled hours. In addition, special workshops and structured language-learning sessions are organized periodically to maximize utilization and student engagement.

6. FACULTY & SUPPORT

- Qualified English and Communication Skills faculty conduct structured sessions.
- Skilled language trainers provide expert guidance and mentoring.
- Faculty members monitor and track student progress.
- Personalized assistance is provided to slow learners.
- Technical staff ensure smooth functioning of hardware and software systems.

- Continuous mentoring ensures measurable learning outcomes.

7. CURRICULUM INTEGRATION

Language Laboratory courses are incorporated into the curriculum of Diploma and Degree programmes.

Courses are mapped to Program Outcomes (POs) and Course Outcomes (COs).

Continuous Internal Assessment is conducted through practical exercises.

Evaluation follows Outcome-Based Education (OBE) methodology.

Communication competencies are integrated into placement and employability training modules.

8. ASSESSMENT & EVALUATION

Assessment components include:

- Listening exercises
- Oral communication tests
- Pronunciation evaluation
- Presentations
- Group discussions
- Mock interviews
- Written assignments

Evaluation parameters focus on:

- Fluency
- Accuracy
- Clarity
- Confidence
- Professional etiquette
- Interpersonal skills
- Communication effectiveness

Performance tracking enables measurable improvement in student competence.

9. MAINTENANCE & QUALITY ASSURANCE

- Periodic maintenance of computers and audio equipment.
- Regular software updates and system upgrades.
- Digital record maintenance of lab usage.
- Student feedback collection and analysis.
- Annual review for continuous improvement.
- Proper documentation maintained for AICTE, NAAC, and NBA audits.

The facility undergoes systematic monitoring to ensure sustained quality and compliance.

10. COMPLIANCE STATEMENT

The Institution fully complies with **AICTE Essential Requirements** regarding Language Laboratory facilities for institutions offering Diploma and Degree programmes.

The Language Laboratory is:

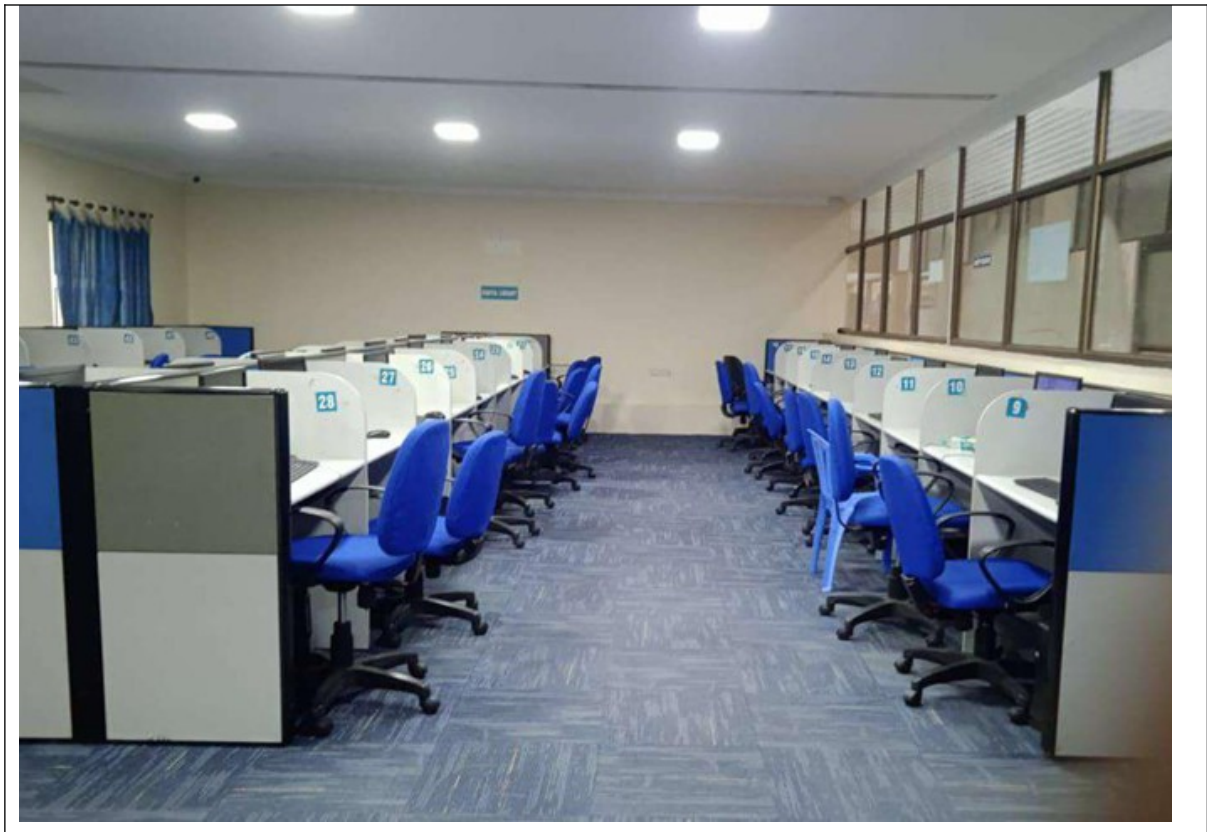
- Adequately equipped with modern hardware and interactive software.
- Effectively integrated into the academic curriculum.
- Actively utilized for communication skill enhancement and employability development.
- Properly maintained, monitored, and periodically upgraded.

The facility significantly contributes to improving students' communication competence, professional confidence, personality development, and overall employability readiness.

J. Ananthi



ANNEXURE 1



GST INVOICE

| | | |
|--|------------------------|-----------------------|
| DCDR INFRA PRIVATE LIMITED No:23, West Road, West CIT Nagar, Chennai - 600035 Tamilnadu ARN/LUT-AD330320003479J GSTIN/UIN: 33AAAFCD9393R1ZS State Name : Tamil Nadu, Code : 33 CIN: U72900TN2016PTC113575 E-Mail : sales@dcdinfra.com | Invoice No. | Dated |
| | FY22-23/GST1455 | 13-FEB-24 |
| Buyer (Bill to) SHREE BALAJI INSTITUTE OF SCIENCE AND TECHNOLOGY No. 7 Works Road, Chrompet, Chennai - 600 044 Email: office@sbist.in | Delivery Note | Mode/Terms of Payment |
| | Reference No. & Date. | Other References |
| | Buyer's Order No. | Dated |
| | Dispatch Doc No. | Delivery Note Date |
| | Dispatched through | Destination |
| Terms of Delivery | | |
| IMMEDIATE | | |
| | | 13-FEB-24 |

| SI No. | Description of Goods | HSN/SAC | Quantity | Rate | per | Amount |
|--------|--|----------|---------------|-----------|-----|-----------------------|
| 1 | HP 400G6 MT DESKTOP- 9CY18AV <i>INTEL CORE I3 - 3.6GHZ 4C 65W 8GB DDR3 RAM / 1TB HDD KEYBOARD / MOUSE /DOS 3 YEAR WARRANTY</i> | 8471 | 50 Nos | 30,500.00 | Nos | 1,525,000.00 |
| 2 | HP 21" LED MONITOR | 85285200 | 50 Nos | | | |
| | | | | | | 15,25,000.00 |
| | | | | | | CGST |
| | | | | | | 68,625.00 |
| | | | | | | SGST |
| | | | | | | 68,625.00 |
| Total | | | | | | 50 Nos |
| | | | | | | ₹ 16,62,250.00 |

Amount Chargeable (in words) E. & O.E

Indian Rupees Sixteen Lakh Sixty Two Thousand Two Hundred and Fifty Only

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total Tax Amount |
|----------|---------------------|-------------|------------------|-----------|------------------|--------------------|
| | | Rate | Amount | Rate | Amount | |
| 8471 | 15,25,000.00 | 9% | 68,625.00 | 9% | 68,625.00 | 1,37,250.00 |
| 85285200 | | 9% | | 9% | | |
| Total | 15,25,000.00 | | 68,625.00 | | 68,625.00 | 1,37,250.00 |

Tax Amount (in words) : **Indian Rupees One Lakh Thirty Seven Thousand Two Hundred and Fifty Only**

Company's Bank Details
 Bank Name : **THE KARUR VYSYA BANK LTD.**
 A/c No. : **1250135000004321**
 Branch & IFS Code : **TEYNAMPET & KVBL0001250**
 for Inizio Tech Solutions

Declaration
 1. Subject to Chennai Jurisdiction 2. Interest will be charged @24 % p.a. if payment is not made within due date

Authorised Signatory

This is a Computer Generated Invoice