



Akhil Bharatiya Maratha Shikshan Parishad's  
Anantrao Pawar College of Engineering & Research



Record No.: ADM/D/036B  
Revision: 00

DoI: 02/01/2023

## Internal Correspondence

# Standard Operating Procedures (SOPs) for the Foreign Language Committee (FLC) at APCOER Pune

### APCOER - FLC – Vision

To empower APCOER Pune engineering students with foreign language fluency, enriching their global perspectives and professional skills.

### Objective

- To enhance language proficiency among APCOER Pune engineering students to enable effective global communication.
- To prepare students for international collaboration and career opportunities by equipping them with strong language skills.
- Promote cultural empathy and global awareness through in-depth foreign language instruction and immersive learning experiences.

### Strategies

- To organize language clubs and conversation groups for regular practice and peer learning.
- To invite guest speakers and experts for workshops and seminars on foreign languages and cultures.

### FLC shall evolve a mechanism and procedures for

#### **Language Clubs and Conversation Groups:**

- Use language apps and online platforms for virtual conversations.
- Enhance regular language practice and peer interaction.
- Promote a collaborative learning environment.
- Improve fluency and confidence through consistent use of the language.

#### **Guest Speakers and Workshops:**

- Collaborate with academy or institutions and embassies to invite native speakers and experts.
- Organize workshops and seminars on foreign languages.
- Provide insights and knowledge from native speakers experts.
- Motivate and inspire students through interactive and engaging sessions.





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**Benefits:** Benefits include enhanced language fluency, increased cultural appreciation, real-world language application, improved student engagement, collaborative learning, and inspiration from experts, all leading to well-rounded foreign language proficiency and global awareness.

### FLC will facilitate/contribute to

Facilitate these initiatives through supportive faculty, collaboration with cultural institutions, engaging technology, regular practice sessions, immersive experiences, and providing resources for interactive and hands-on learning activities.

### Roles and Responsibility of Club Incharge:

- Organize and schedule regular club meetings and activities.
- Supervise and support student leaders in their roles.
- Coordinate with guest speakers and cultural institutions for workshops and events.
- Manage club resources and budget effectively.
- Evaluate club activities for improvement and gather feedback.
- Promote engagement and foster a positive learning environment for language and cultural enrichment.

### Roles and Responsibility of Club Members:

Actively participate in club meetings, discussions, and activities.

Contribute ideas and suggestions for events and initiatives.

Support fellow members in language practice and cultural exchange.

Attend workshops, seminars, and language immersion events.

Help promote the club's activities and recruit new members.

Respect and uphold the club's values of inclusivity, respect, and mutual learning.

Date: 11/08/2021



  
Principal