



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad -500014

MINUTES OF MEETING

Meeting of the Feedback System/Appraisal System was held on July 15th 2015 at 2:00 PM in MBA Department. The following staff attended:

S. No.	Name of the Faculty	Designation	Dept.	Signature
1	B .Swathi	Convener	MBA	
2	G. Sridhar Babu	Member	EEE	
3	O. Mayuri	Member	S&H	
4	G.Srinivasa Rao	Member	CIVIL	
5	E. Pranavi	Member	MBA	
6	K. Swathi	Member	ECE	
7	U. Sivaji	Member	IT	
8	R. Suvarna Babu	Member	MECH	
9	V Sudha Rani	Member	CSE	

Points Discussed:

- To discuss about objectives of Feedback and Appraisal process.
- To inform members that Feedback should be in a transformative way and transparent.
- To conduct feedback and gather information from various sources and correctly use rating scale.
- Informed members about next performance appraisal and feedback process.

Convener