

## CONVENING ORDER

### FEEDBACK SYSTEM/ APPRAISAL SYSTEM

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Feedback system/ appraisal system committee is constituted with the following members.

S. No.	Name of the Faculty	Designation	Dept.
1	Mrs. B.. Shravani	Convener	MBA
2	Mr. G. Sridhar Babu	Member	EEE
3	Ms. T. Aruna Rani	Member	S&H
4	Mr. P.Guru Swamy Goud	Member	CIVIL
5	Ms. Sarada	Member	MBA
6	Mr. K. Karthik	Member	ECE
7	Ms. V. Prathima	Member	IT
8	Mr. R. Suvarna Babu	Member	MECH
9	Ms. E. Sowmya	Member	CSE

Frequency of Meeting: Once in a year, as and when required

### Functions and Responsibilities

- To use Performance Appraisal and Feedback process as a valuable tool for Staff and college development and improvement.
- To conduct Annual Performance review meeting to review the achievements, development and training, that have been discussed throughout the year and then use this information as a development plan for the coming year.
- Communicate about the feedback, performance and revisit performance expectations.
- Gather feedback from multiple sources using **360 degree feedback** to validate the observations, perceptions and correctly use rating scale.
- Assign a development plan to improve the performance and to support the college success.



PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE  
Dhulapally (V), Dundigal-Gandimaisamma (M),  
Medchal-Malkajgiri (D), Secunderabad-500 100.