



St. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad -500100

MINUTES OF MEETING

Meeting of the Feedback System/Appraisal System was held on July 26th 2019 at 2:00 PM in the MBA Department. The following staff members attended.

S. No.	Name of the Faculty	Designation	Dept.	Signature
1	B.Shravani	Convener	MBA	
2	G.Sridhar Babu	Member	EEE	
3	T.Aruna Rani	Member	S&H	
4	P.Guru swamy Goud	Member	CIVIL	
5	A.Sarada	Member	MBA	
6	K.Soumya	Member	ECE	
7	V.Prathima	Member	IT	
8	K.Uma devi	Member	MECH	
9	E.Srija	Member	CSE	

Points Discussed:

- To remind the Members about the objectives of performance appraisal.
- Summarizing about when should next performance appraisal and feedback process happen.
- To deliver positive and constructive feedback.
- To communicate about the feedback and to revisit the performance.
- To collect feedback from various sources and correctly use the rating scale.

Convener