



ST. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute

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Recognized Remote Center of IIT, Bombay

Dhulapally, Secunderabad – 500100

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MINUTES OF MEETING

Meeting of the Feedback System/Appraisal System was held on August 24th 2021 at 11 AM at board room MG Block. The following staff members attended for meeting.

S. No.	Name of the Faculty	Designation	Dept.	Signature
1	Mrs. B.Shravani	Convener	H&S	
2	Mrs. T.V. Sai kalyani	Member	EEE	
3	Dr. S.Hemambika	Member	H&S	
4	Mr.P.Guru swamy Goud	Member	CIVIL	
5	Mrs. K. Yamini Bhargavi	Member	H&S	
6	Mrs. G. Lakshmi Priyanka	Member	ECE	
7	Mr. M.Manohar	Member	IT	
8	Mrs. K.Hemalatha	Member	MECH	
9	Mrs. E.Soumya	Member	CSE	

Points Discussed:

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

Convener