



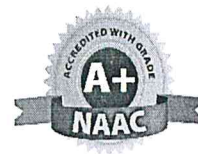
## ST. MARTIN'S ENGINEERING COLLEGE

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 06<sup>th</sup> 2022 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	S&H	
2	Dr. S.Hemambika	Member	S&H	
3	Mrs. T.V. Sai kalyani	Member	EEE	
4	Mr.P.Guru swamy Goud	Member	CIVIL	
5	Mrs. K. Priyanka	Member	S&H	
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:

- To summarize the committee members about when should next performance appraisal and feedback processes happen.
- To plan and to collect feedback from various sources and correctly use the rating scale.
- To remind the committee members about the performance appraisal and to communicate the feedback.

Convener