



S.E.M.T'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
 (Affiliated to the University of Mumbai)
 Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar
 PIN - 401 203, (MAHARASHTRA)

Staff Performance Appraisal List (2023-24)

B.Com & B.A Department

(Grade Points: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Better, 1 = Worst)

Employee Name	Irshad Sir	Ruksar Miss	Diksha Miss	Mon a Miss	Rohit a Miss	Nikhata syed	Ayesh a Miss	Tehseen Miss	Gokul Gite	Rasheeda Bano	Kaniz Fatima	Humaira Khan
Post	Vice Principal	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.
Attendance	5	4	3	3	3	3	3	4	3	3	3	3
Punctuality	5	3	4	3	3	3	3	3	3	3	3	3
Regularity	5	3	3	3	3	3	3	3	3	3	3	3
Job Knowledge	5	4	4	4	4	3	3	4	3	3	3	3
Quality of Work	4	3	3	3	3	3	3	3	3	3	3	3
Initiative	4	3	3	4	3	3	3	3	3	3	3	3






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Motivation	5	4	4	4	4	3	3	3	3	3	3	3
Team Work	4	4	4	4	4	3	3	3	3	3	3	3
General Conduct	4	3	3	3	3	3	3	3	3	3	3	3
Discipline	5	4	4	4	4	4	4	4	4	4	4	4
Class Control	5	4	4	4	4	3	3	4	3	3	3	3
Colleague Relationship	4	3	3	3	3	3	3	3	3	3	3	3
Total Points	55	42	42	42	41	37	37	40	37	37	37	37




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Employee Name	Elaskhi Tawade	Pooja Shirsekar	Mohammad Chawre	Shahida Shaikh	Sujata Miss	Ibrahim Chauhan	Sana Patel	Sana S.	Sana S.	Sayed Sana	Rayeen Rukhsana	Chaurasiya Kanchan
Post	Coordinator	Coordinator	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof.
Attendance	4	4	3	4	4	5	4	4	3	3	3	3
Punctuality	4	4	3	4	4	5	4	4	3	3	3	3
Regularity	4	4	3	4	4	5	4	4	3	3	3	4




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Job Knowledge	4	4	3	4	4	5	4	3	3	3	3	3
Quality of Work	4	4	3	4	4	4	4	3	3	3	3	4
Initiative	4	4	3	4	4	4	4	3	3	3	3	3
Motivation	4	4	3	4	4	4	4	3	3	3	3	3
Team Work	4	4	3	4	4	4	4	3	3	3	3	3
General Conduct	4	4	3	4	4	4	4	3	3	3	3	3
Discipline	4	4	3	4	4	4	4	3	3	3	3	3
Class Control	4	4	3	4	4	4	4	3	3	3	3	3
colleague Relationship	4	4	3	4	4	5	4	3	3	3	3	3
Total Points	48	48	36	48	48	53	48	39	36	36	36	38




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Administrative Office Staff Performance Appraisal (2023 - 24)
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Employee Name	Namrata Miss	Shaibaz Sir	Gokul Sir	Aafaque Sir	Salman Sir	Sumaiya Miss	Sakina Miss
Post	Office Sup	Accountant	Clerk	Clerk	Lab Asst.	Asst. Librarian	Library Attendant
Attendance	4	3	3	3	4	3	3
Punctuality	4	3	3	3	4	3	3
Regularity	4	3	4	3	4	3	3
Job Knowledge	4	3	3	3	4	3	3
Quality of Work	4	3	3	3	4	3	3
Initiative	4	3	3	3	3	3	3
Motivation	4	3	3	3	3	3	3
Team Work	4	3	3	3	3	3	3
General Conduct	4	3	3	3	3	3	3
Discipline	4	3	3	3	4	3	3
colleague Relationship	4	3	3	3	3	3	3
Total Points	44	33	34	33	39	33	33



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Peon Staff Performance Appraisal (2023-24)

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Employee Name	Saira Shaikh	Fatima Shaikh	Anwari Shaikh	Rajesh Bhaskar	Riyaz Bhai
Post	Peon	Peon	Peon	Peon	Peon
Attendance	4	3	3	3	3
Punctuality	4	3	3	3	3
Regularity	4	3	3	3	3
Quality of Work	3	3	3	3	3
Motivation	3	3	3	3	3
Team Work	3	3	3	3	3
General Conduct	3	3	3	3	3
Discipline	3	3	3	3	3
Colleague Relationship	3	3	3	3	3
Total Points	30	27	27	27	27



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