

# C .U. SHAH UNIVERSITY

Surendranagar – Ahmedabad Highway,  
Nr. Kothariya Village, Wadhwan City – 363030  
Ph. No. (02752) 247711-12

No. CU/ADM/02/0268/2020

Dt. 01/07/2020

## Office-Order

In order to write Annual Self-Appraisal Reports (ASAR) of regular Teaching, Technical & Non-teaching staff, working in University and its constituent Colleges, responsibility of reporting and reviewing authority is hereby assigned to the officers as detailed below for the year April-2019 to March-2020.

Sr. No.	Branch	Reporting Authority	Reviewing Authority
<b>A</b>	<b>UNIVERSITY CAMPUS</b>		
	Provost	President	Governing Body
	Vice-Provost	Provost	President
	Registrar	Provost	President
	Academic Officer	Registrar	Provost
	Controller of Examination	Registrar	Provost
	Assistant Registrar	Registrar	Provost
	Dean / Principal	Provost	President
	Technical Staff for Registrar Office	Registrar	Provost
	<b>Academic Department</b>		
	Branch In-Charge	Dean	Provost
	Teaching	Branch In-Charge / HOD	Dean
	Technical Staff	Branch In-Charge / HOD	Dean
	<b>Examination Department</b>		
	Academic Staff	C.O.E.	Registrar
	Section Officer	C.O.E.	Registrar
	Technical Staff	C.O.E.	Registrar
	Clerk	Section Officer	C.O.E.
	<b>Library Section</b>		
	Librarian	Registrar	Provost
	Assistant Librarian	Librarian	Registrar
	Library Staff	Librarian	Registrar
	<b>Administrative Staff</b>		
	ADM Section	A.O.	Registrar
	Account Section	HOD	Registrar
	Student Section	HOD	Registrar
<b>B</b>	<b>PHARMACY CAMPUS</b>		
	<b>C. U. Shah College of Pharmacy &amp; Research</b>		
	Principal / Dean	Provost	President
	Teaching Staff	Branch-In-Charge	Dean

M. D. Shah.  
01/Jul/2020

	Technical Staff	Branch-In-Charge	Dean
	Library Staff	Principal	Registrar
	Administrative staff	Asstt. Registrar (ADM)	Registrar
	<b>C. U. SHAH INSTITUTE OF NURSING</b>		
	Technical Staff	Asstt. Registrar (ADM)	Principal
	<b>B. V. Shah Science College</b>		
	Teaching Staff	Dean	Provost
<b>C</b>	<b>B.ED CAMPUS</b>		
	<b>B. V. Shah B.Ed College</b>		
	Principal	Provost	President
	Teaching Staff	Dean	Provost
<b>D</b>	<b>RAINBOW CAMPUS</b>		
	<b>Arts &amp; Humanities</b>		
	Dean	Provost	President
	Teaching Staff	Dean	Provost

Annual Self-Appraisal Reports for Ad-hoc & Class-IV need not be maintained. Reporting authority should fill respective part of ASAR of all concerned staff and submit to the Administrative branch within 10 working days from the date of this order.

*N. D. Shah*  
 11/Jul/2020  
**(Dr. N. D. Shah)**  
 Registrar (I/c.)

**Copy to:** All the Deans of Faculty and Principals of constituent colleges of this University.