## **C.U. SHAH UNIVERSITY**

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

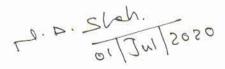
No. CU/ADM/02/0268/2020

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		
Α	UNIVERSITY CAMPUS				
	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		
	Academic Department				
	Branch In-Charge	Dean	Provost		
	Teaching	Branch In-Charge / HOD	Dean		
	Technical Staff	Branch In-Charge / HOD	Dean		
	Examination Department				
	Academic Staff	C.O.E.	Registrar		
	Section Officer	C.O.E.	Registrar		
	Technical Staff	C.O.E.	Registrar		
	Clerk	Section Officer	C.O.E.		
	Library Section				
	Librarian	Registrar	Provost		
	Assistant Librarian	Librarian	Registrar		
	Library Staff	Librarian	Registrar		
	Administrative Staff				
	ADM Section	A.O.	Registrar		
	Account Section	HOD	Registrar		
	Student Section	HOD	Registrar		
В	PHARMACY CAMPUS REGISTRAT				
	C. U. Shah College of Pharmacy & Research				
	Principal / Dean	Provost	President		
	Teaching Staff	Branch-In-Charge	Dean		



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	Technical Staff	Branch-In-Charge	Dean	
	Library Staff	Principal	Registrar	
	Administrative staff	Asstt. Registrar (ADM)	Registrar	
	C. U. SHAH INSTITUTE OF NURSING			
	Technical Staff	Asstt. Registrar (ADM)	Principal	
	B. V. Shah Science College			
	Teaching Staff	Dean	Provost	
С	B.ED CAMPUS			
	B. V. Shah B.Ed College			
	Principal	Provost	President	
	Teaching Staff	Dean	Provost	
D	RAINBOW CAMPUS			
	Arts & Humanities			
	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. (Dr. N. D. Shah)
Registrar (1)

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