

NAVSARI AGRICULTURAL UNIVERSITY

Navsari – 396 450, Gujarat

:- C I R C U L A R :-

Sub.: 15th Annual Convocation of Navsari Agricultural University, Navsari to be held on 19th December 2019

Mission: To organize successfully the 15th Annual Convocation of the Navsari Agricultural University.

As per the directive from Hon'ble Vice-Chancellor for successful organization of 15th Annual Convocation of Navsari Agricultural University being held on 19th December 2019 following committee has been formulated. All concerns are informed to perform their duties under the guidance of Chairman of respective committee.

As such above activities related to 15th convocation are to be carried out in stipulated time-frame for which following committees are constituted.

1. Central Organizing Committee:

				Responsibility
1	Dr. C.J. Dangaria	Vice Chancellor	Convener	Planning Co-ordination and monitoring of all the activities related to the Convocation.
2	Dr. S.R. Chaudhari	Director of Research	Member	
3	Dr. V.A. Solanki	Registrar	Member	
4	Dr. G.R. Patel	Director of Extn. Education	Member	
5	Dr. K.G. Patel	Principal/Dean, Agri.College, Bharuch	Member	
6	Dr. M. K. Arvadia	Principal Agri.N.M.C.A. Navsari	Member	
7	Dr. J.J. Pastagiya	Principal, Agri.College, Waghai	Member	
8	Dr. B.N. Patel	Principal/ Dean, ACHF	Member	
9	Dr. V.B. Kharadi	Principal/Dean, Vety. College	Member	
10	Dr. H.R. Pandya	Dean, AABMI	Member	
11	Dr. P.R. Pandey	Principal, Agril. Engg. Dediapada	Member	
12	Dr. R.M. Patel	Principal, Agril. Biotech. Surat	Member	
13	Shri D.T. Chaudhari	Comptroller	Member	
14	Shri H.T. Bhalsod	Executive Engineer	Member	
15	Dr. C.V. Savaliya	DSW	Member	

2. Invitation Card Printing and Issuing Committee:

				Responsibility
1	Dr. G.R. Patel	Director of Extension Education	Convener	Preparation of list of invitees and dispatch to VIPs, Invitees, Chief Guest and Guest of honour etc.
2	Dr. V.M. Thummer	Planning Officer	Member	
3	Dr. C.K. Timbadia	Training Organizer, KVK, Navsari	Member	
4	Shri A.M. Patel	Asstt. Registrar (Academic)	Member	
5	Dr. Bhavesh B. Patel	Asstt. Extension Educationist	Member	
6	Dr. S. D. Kavadi	Asstt. Extension Educationist	Member	
7	Smt. Amiben K. Kevat	Jr. Clerk, DEE	Member	
8	Shree R.B. Mahyavanshi	Jr. Clerk (Academic Branch)	Member	

3. Committee for Reception of VIP Guest :

				Responsibility
1	Dr. S.R. Chaudhari	Director of Research	Convener	Receive VIPs at Guest House/ Dikshant mandap and Make arrangement for accommodation refreshment, lunch, transport arrangement for VVIPs & VIPs.
2	Dr. V.B. Kharadi	Principal/Dean, Vety. College	Member	
3	Dr. K.A. Patel	Assoc. Director of Research	Member	

4. Procession Organizing Committee:

1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility
2	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm)	Member	Make arrangement for procession at Dikshant Mandap
3	Shri B.M.Mali	Sr. Clerk (Academic Branch)	Member	
4	Shri A.S. Vyas	Sr. Clerk (Academic Branch)	Member	
5	Shri T.M Malek	Jr.Clerk (Academic Branch)	Member	
6	Shri. R.B. Mahyavanshi	Jr.Clerk (Academic Branch)	Member	
7	Shri M.M.Rathod	Jr.Clerk (VC Office)	Member	
8	Dr. Sonal Tripathi	Assoc. Professor, NMCA	Member	
9	Dr.Mamta Janmeda	Assoc. Professor, Vet.	Member	
10	Dr.Kum. Snehal M. Patel	Asstt. Professor, ACHF	Member	
11	Dr.Niketa Patel	Asstt. Professor, ACHF	Member	
12	Dr.Smt. Swati Sharma	Asstt. Professor, AABMI	Member	

5. Distribution of Degree Certificate and Dupatta Committee:

1	Shri R.C.Vadia	Office Superintendent (Exam Branch)	Convener	Responsibility
2	Smt. K.A. Patel	Head Clerk (Exam Branch)	Member	Purchase of shawl, dupatta and related materials and Distribution of dupatta and degree certificate to the candidates
3	Shri K.M. Patel	Sr. Clerk (Exam Branch)	Member	
4	Shri B.G. Patel	Sr. Clerk (Exam Branch)	Member	
5	Shri K.M. Parmar	Sr. Clerk (Exam Branch)	Member	
6	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	
7.	Shri. Miteshbhai R.Patel	Sr. Clerk NMCA	Member	
7	Smt.Vanita K. Maheta	Sr.Clerk, NMCA	Member	
8	Kum. Nilam Patel	Sr. Clerk, ACHF	Member	
9	Shri. N. M Patel	Sr. Clerk, ACHF	Member	
10	Smt Dimpiben	Jr. Clerk, Vety. College	Member	
11	Smt Neela C. Patel	Jr. Clerk, NMCA College	Member	
12	Smt. Binal Patel	Leb.Tec. Vet College	Member	
13	Shri. Jinal Tailor	Jr. Clerk AABMI	Member	

6. Dikshant Mandap Prepration Committee:

1	Shri H.T. Bhalsod	Executive Engineer	Convener	Responsibility
2	Shri A. S. Sindhi	Dy. Engineer	Member	Preparation of Dikshant Mandap.
3	Shree. Ankur Chaudhari	Physical Instructor	Member	

7. Dikshant Mandap Sitting Arrangement Committee:

1	Dr. C.V. Savaliya	DSW,	Convener	Responsibility
2	Dr. R.D. Pandya	Professor of Ext. Edu.	Member	Seating arrangement for Invitees VIP/ Media/ Staff /Candidates. Arrangement for Audio System and Police-Band.
3	Dr. J.B. Solanki	Professor, Vety. College	Member	
4	Dr. T.R. Ahlawat	Assoc. Director of Research	Member	
5	Shri G.V. Savani	Asstt.Professor , ACHF	Member	
6	Prof. S.R.Kumbhani	Asstt. Professor, ACHF	Member	

8. Decoration Committee:

1	Dr. B.R. Parmar	Professor, ACHF	Convener	Responsibility
2	Dr. Vinay Parmar	Professor, ACHF	Member	(1) Decoration of dias, Back drop banner & Welcome banner at gates.
3	Dr. Alka Singh	Professor, ACHF	Member	
4	Dr. C.S.Mali	Asso.Res.Scientist,Sugarcane	Member	

5	Dr. Shivam Bhatt	Asstt. Professor, ACHF	Member	(2) Arrangement of Lighting of Lamp, Sarshwati Murty. (3) Decoration of Procession path. (4) Arrangement for Prayer, Invocation song.
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9. Announcement / Master of Ceremony Committee:

1	Dr. Ruchira Shukla	Professor, AABMI	Convener	Responsibility
2	Dr. Mehul Thakkar	Assoc. Professor, AABMI	Member	

10. Press / Media Committee:

1	Dr. C.K.Timbadia	Programme Co-ordinator, KVK, Navsari	Convener	Responsibility
2	Dr. G. B. Kalaria	Training Associate, T & V Scheme	Member	(1) Invitation to Press / Media Personally and Transprt Arrangement for them. (2) Arrangement for files/ folders/information related to convocation and arrangement for interview for Gold medalists. (3) Preparing e Press note of pre and post Convocation and send to press for wide publicity. (4) To get the duty pass from the Police Department.
3	Prof. S.R. Kumbhani	Asstt. Professor, ACHF	Member	

11. Medal Distribution Committee:

1	Dr. C.V. Savaliya	DSW	Convener	Responsibility
2	Shri A.M. Patel	Asstt.Registrar (Academic)	Member	(1) Scrutiny of the candidates for award of Medals/cash and Cheque prices. (2) Preparation of medals as per the procedure and distribution at the time of convocation.
3	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm)	Member	
4	Shri R.C. Vadiya	Office Supdt. (Academic Branch)	Member	
5	Shri V. G. Patel	Sr. Clerk, Office of the DSW	Member	

12. Convocation Speeches Printing & Distribution Committee:

1	Dr. S.R. Chaudhari	Director of Research	Convener	Responsibility
2	Dr. G.R. Patel	DEE	Member	(1) Printing of Booklets of programme and procedure. (2) Convocation address and speeches of dignitaries.
3	Dr.T.R. Ahlawat	Assoc. Director of Research	Member	
4	Dr. O.P. Sharma	Professor, NMCA	Member	
5	Dr. Lalit Mahatma	Asso. Professor, NMCA	Member	
6	Dr.Abhishek Shukla	Assoc. Professor, NMCA	Member	

13. Photography and Videography Committee :

1	Dr.H.R.Pandya	Dean, AABMI	Convener	Responsibility
2	Dr.Ruchira Shukla	Prof.AABMI	Member	(1) Arrangement for Photography and videography to the event.
3	Dr.A.K.Leuva	Assco.Prof.AABMI	Member	

14. (1) Food Committee:

1	Dr. H.R.Pandya	Dean, AABMI	Convener	Responsibility (1) Prepare menu, arrange for lunch, high tea for candidates and invited guests, press, staff and students and University Staff.
2	Shri. Jaimin Naik	Asstt. Professor, NMCA	Member	
3	Dr. R.M. Naik	Assoc.Professor,Dept.of Ext.	Member	
4	Dr.D.H.Tandel	Asstt. Professor, NMCA	Member	
5	Prof. R.T.Khatri	Asstt. Professor, NMCA	Member	
6	Dr. M.D. Khunt	Asstt. Professor, NMCA	Member	

14. (2) Food Committee: (Guest House)

1	Shri H. T. Bhalsod	Executive Engineer	Convener	Responsibility (1) Food arrangement for VIP and helicopter Pilot and security members, Press Staff
2	Shri M.V. Gadhavi	Dy. Engineer	Member	
3	Shri D.T. Chaudhari	Comptroller	Member	
4	Shri C.N. Patel	Head Clerk	Member	
5	Dr.Kaillash Tandel	Librarian	Member	
6	Shri. Keyur S. Patel	Sr. Clerk Registrar Branch	Member	

15. Accommodation Committee:

1	Shri H.T. Bhalsod	Executive Engineer	Convener	Responsibility To make the arrangement for lodging and boarding of parents of medal recipients students. To make the arrangement duty pass through collector
2	Dr. C.K. Timbadia	Programme Co-Ordinator, KVK, Navsari	Member	
3	Shri V.P. Vejpara	Asstt. Professor, SSK	Member	
4	Shri C.N. Patel	Head Clerk	Member	
5	Dr. H.V. Pandya	Asso. Professor, ACHF	Member	
6	Dr. D.R. Patel	Asstt. Professor (Micro), Vety.College	Member	
7	Shri Sandip Pael	Jr. Clerk, office of the Executive Engineer	Member	

16. Application Scrutiny Committee:

1	Shri A.M. Patel	Asstt.Registrar (Academic)	Convener	Responsibility
2	Shri R.C.Vadia	Office Superintendent (Exam Branch)	Member	
3	Smt. K.A. Patel	Head Clerk (Exam Branch)	Member	
4	Shri. R.B. Mahyavanshi	Jr. Clerk (Exam Branch)	Member	
5	Shri B.G. Patel	Sr. Clerk (Exam Branch)	Member	
6	Shri K.M. Patel	Sr. Clerk (Exam Branch)	Member	
7	Shri. Mayur Bherthera	Computer Programmer	Member	

17. Liaison with Raj Bhavan Collector and Chief Guest:

1	Dr. V.A. Solanki	Registrar	Convener	Responsibility To Keep close coordination with Raj Bhavan, Collectorate, DSP and other dignitaries.
2	Shri. Avaneet Nair	PS to VC	Member	
3	Prof.L.C.Modi	PS. to Vc. Asstt. Prof.	Member	

18. Traffic / Vehicle Parking Committee:

				Responsibility
1	M.V. Gadhavi	Dy. Engineer	Convener	To make the arrangement for Vehicles for VIPs and parking of Vehicle as per requirement.
2	Shri S.S. Chauhan	Security Officer	Member	

19. Campus beautification Committee:

				Responsibility
1	Dr. D.R. Bhanderi	Professor, NMCA	Convener	Beautification and Cleanliness of Campus, pruning of trees, colour of building facing roads, repairs of road, erecting flags from guest house to Diksant Mandap.
2	Dr.V.K.Parmar	Professor ACHF	Member	
2	Dr. Hardik Shah	Asstt. Professor, ACHF	Member	
3	Dr. S.L. Chawla	Asstt. Professor, ACHF	Member	
4	Shri A.S. Sindhi	Dy. Engineer	Member	
5	Shri M.A. Patel	Asstt. Professor, ACHF	Member	

20. Student Volunteers Committee:

				Responsibility
1	Dr. C.V. Savaliya	DSW	Convener	Arrangement of volunteers as and when require in auditorium on the stage for lightening lamp bouquet, presentation of Gold Medal etc.
2	Dr. J.J Makadiya	Rector, N.M.C.A.	Member	
3	Dr. R.P. Gunaga	Rector, ACHF	Member	
4	Dr. Gautam Parmar	Asstt. Prof. AABMI	Member	
5	Dr. J.B. Solanki	Rector, Vet. College	Member	

21. General Administration Committee:

				Responsibility
1	Dr. V.A. Solanki	Registrar	Convener	Abstract bills, arrangement for grants, paying of T.A. bills.
2	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm)	Member	
3	Shri. L.C. Modi	Asstt. Professor (VC Office)	Member	
4	Shri R.R.Rao	Account Officer	Member	
4	Shri J.N. Vyas	Sr. Clerk	Member	

22. Finance Committee:

				Responsibility
1	Shri D.T. Chaudhari	Comptroller	Convener	To keep the proper accounts and submit the bill within time limit etc.
2	Smt. R.R.Patel	Sr. Clerk (Cash Branch)	Member	
3	Shri K.S.Patel	Sr.Clerk(Registrar Branch)	Member	
4	Shri Hiren R. Patel	Sr.Clerk(Registrar Branch)	Member	

23. Printing of Degree Certificates:

				Responsibility
1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Printing of degree certificates take signature of Hon'ble Vice Chancellor.
2	Shri R.C. Vadia	Office Superintendent (Exam Branch)	Member	
3	Smt. K.A. Patel	Head Clerk (Exam Branch)	Member	
4	Shri K.M.Patel	Sr.Clerk (Exam Branch)	Member	
5	Shri. Mayur Bherthera	Computer Programmer	Member	
6	Shri K.M. Parmar	Sr. Clerk (Exam Branch)	Member	
7	Kum. N.K.Nayaka	Jr. Clerk (Exam Branch)	Member	

24. **Printing the Register of Graduates for submission to Hon'ble the Chancellor for Signature:**

				Responsibility
1	Dr. V.A. Solanki	Registrar	Convener	Printing of degree register and take signature of Hon'ble Vice Chancellor & Hon'ble Chancellor.
2	Prof. A.M. Patel	Asstt. Registrar (Academic)	Member	
3	Shri R.C. Vadia	Office Supdt. (Academic Branch)	Member	
4	Smt. K.A. Patel	Head Clerk (Exam Branch)	Member	
5	Shri. K.M.Patel	Sr. Clerk (Exam Branch)	Member	
6	Shri K.M. Parmar	Sr. Clerk (Exam Branch)	Member	
7.	Shri T.M.Malek	Jr.Clerk (Exam Branch)	Member	

25. **Webcast Committee:**

1	Shri Bhavesh Chaudhary	Asstt. Prof. (AABMI)	Member	Webcast and digital screen display, Videography of Convocation Programme.
2	Shri Chirag Naik	Programmer (AABMI)	Member	
3	Shri Mayur N.Bharthera	Programmer (Exam)	Member	

All Unit Heads of the University are requested to spare the services of above staff members as well as other staff members to make the programme a grand success. All Conveners can co-opt any member in the committee as per requirement.


I/c. REGISTRAR

No. NAU/REG/EXAM/Convo.15/6284-630/2019,
Date: 4/11/2019

Copy F.W.Cs.to:

1. PS to Vice-Chancellor, NAU, Navsari.
2. PS to Registrar, NAU, Navsari.
3. All Unit/Sub Unit Heads, NAU, Navsari.
4. All concerned staff members through their Heads.