

**Committees for 19<sup>th</sup> Annual Convocation of  
Navsari Agricultural University, Navsari to be  
held on Wednesday, 03 January, 2024**

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

As per the directives from Hon'ble Vice Chancellor, for successful organization of 19<sup>th</sup> Annual Convocation of Navsari Agricultural University being held on **Wednesday, 03 January, 2024**, the following committees has been formulated. All concerns are informed to perform their duties under the guidance and direct control of Convener of respective committee.

As such above activities related to 19<sup>th</sup> convocation are to be carried out in stipulated time-frame for which following committees are constituted.

**1. Central Organizing Committee:**

1	Dr. Z.P. Patel	Hon'ble Vice Chancellor	Chairman	Responsibility
2	Dr. T.R. Ahlawat	Director of Research	Member	Planning, Co-ordination and monitoring of all the activities related to the Convocation and <b>are the respected members of the Procession</b>
3	Dr. H.V. Pandya	Registrar	Member	
4	Dr. N.M. Chauhan	Director of Extension Education	Member	
5	Dr. R.M. Naik	DSW and Dean, N.M.C.A., Navsari	Member	
6	Dr. Alka Singh	Dean, ASPEE College of Horticulture	Member	
7	Dr. D.D. Patel	Principal, Agri. College, Bharuch	Member	
8	Dr. J.J. Pastagia	Principal, College of Agriculture, Waghai	Member	
9	Dr. P.K. Shrivastava	Dean, College of Forestry	Member	
10	Dr. Ruchira Shukla	Dean, AABMI	Member	
11	Dr. S.H. Sengar	Principal, Agril. Engg. Dediypada	Member	
12	Dr. Sanjay Jha	Principal, Agril. Biotech. Surat	Member	
13	Dr. H.M. Viradia	Librarian, NAU, Navsari		
14	Dr. Lalit Mahatma	Assoc. Director of Research	Member	
15	Dr. V.R. Naik	Assoc. Director of Research	Member	
16	Dr. Amit Lathiya	Planning Officer	Member	
17	Dr. O.P. Sharma	Nodal Officer, Publication Cell, NAU, Navsari	Member	
18	Shri Chirag Naik	Comptroller	Member	
19	Er. P.R. Pandey	Executive Engineer	Member	
20	Shri A.M. Patel	Assistant Registrar (Academic)	Member	
21	Dr. M.K. Desai	Assistant Registrar (Administration)	Member	

**2. Procession Organizing Committee:**

1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility
2	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	1. Making the arrangement for procession at <i>Dikshant Mandap</i> 2. Duty of Raj Dand/NAU Flag: <b>Shri A.M. Patel Assistant Registrar (Academic)</b>
3	Smt. Dimpī Viral Naik	Sr. Clerk (Academic Branch)	Member	
4	Shri A.S. Vyas	Sr. Clerk (Academic Branch)	Member	
5	Shri T.M. Malek	Sr. Clerk (Academic Branch)	Member	
6	Shri. R.B. Mahyavanshi	Jr. Clerk (Academic Branch)	Member	
7	Dr. Sonal Tripathi	Assoc. Professor, NMCA	Member	
8	Dr. Snehal M. Patel	Asstt. Professor, ACH	Member	
9	Dr. Niketa Patel	Asstt. Professor, ACH	Member	
10	Dr. Smt. Swati Sharma	Asstt. Professor, AABMI	Member	
11	Dr. Tulsi Gurjar	Asstt. Professor, ACH	Member	
12	Prof. Parmeshwari Chaudhary	Asstt. Professor, ACH	Member	
13	Prof. Dixita Prajapati	Asstt. Professor, ACH	Member	
14	Prof. Hetal Rathod	Asstt. Professor, ACH	Member	
15	Dr. Himani B. Patel	Asstt. Professor, ACH	Member	
16	Prof. Mital I. Patel	Asstt. Professor, NMCA	Member	

**3. Distribution of Degree Certificate and Dupatta Committee:**

1	Smt. K.A. Patel	Office Superintendent (Exam Branch)/ Head Clerk (Exam Branch)	Convener	Responsibility
2	Smt. Dimpri Viral Naik	Sr. Clerk (Academic Branch)	Member	Purchase of shawl, dupatta and related materials and Distribution of dupatta and degree certificate to the candidates
3	Shri T.M. Malek	Sr. Clerk (Exam Branch)	Member	
4	Shri Dipak Rane	Mechanic (Exam Branch)	Member	
5	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	
6	Shri Vipul N. Patel	Jr. Clerk (Exam Branch)	Member	
7	Shri. Miteshbhai R. Patel	Sr. Clerk NMCA	Member	
8	Kum. Nilam Patel	Sr. Clerk, ACH	Member	
9	Shri. N. M. Patel	Sr. Clerk, CF	Member	
10	Smt. Neela C. Patel	Sr. Clerk, NMCA	Member	

**4. Sitting Arrangement Committee:**

1	Dr. Lalit Mahatma	Assoc. Director of Research	Convener	Responsibility
2	Dr. Dev Raj	Rector, ACH	Member	Seating arrangement for Invitees VIP/ Media/ Staff /Candidates. Arrangement for Audio System and Police-Band.
3	Dr. Suman Jha	Rector, College of Forestry	Member	
4	Dr. D.H. Tandel	Rector, NMCA	Member	
5	Dr. A.A. Kazi	Asstt. Professor, ACH	Member	
6	Dr. Yogesh Garde	Asstt. Professor, NMCA	Member	
7	Prof. S.R. Kumbhani	Asstt. Professor, NMCA	Member	
8	Shri G.V. Savani	Asstt. Professor, ACH	Member	
9	Dr. Y.N. Tandel	Associate Professor, ACH	Member	
10	Dr. S.R. Patel	Asstt. Professor, NMCA	Member	
11	Dr. V.P. Prajapati	Asstt. Professor, ACH	Member	
12	Dr. Manjushree Singh	Asstt. Professor, NMCA	Member	
13	Dr. Shivangi Kansara	Asstt. Professor, NMCA	Member	
14	Dr. Neethu T.M.	Asstt. Professor, NMCA	Member	

**5. Diksant Samaroh Mandap Committee and Announcement / Master of Ceremony:**

Diksant Samaroh Mandap Committee				
1	Er. P.R. Pandey	Executive Engineer	Convener	Responsibility
2	Dr. V.R. Naik	Assoc. Director of Research	Member	All the activities related to <b>Diksant Samaroh Mandap.</b>
3	Dr. J.M. Patel	Research Scientist, Soil and Water Management	Member	
4	Dr. H.M. Viradia	Professor, NMCA, Navsari	Member	
5	Dr. Sagar Patil	Professor, NMCA, Navsari	Member	
6	Dr. D.R. Bhandari	Professor, ACH	Member	
7	Dr. D.A. Chauhan	Nodal Officer, Mega Seed	Member	
8	Dr. V.K. Parmar	Professor, ACH	Member	
9	Dr. K. B. Rakholiya	Professor, NMCA	Member	
10	Dr. Y.N. Tandel	Associate Professor, ACH	Member	
11	Dr. B.M. Tandel	Associate Professor, ACH	Member	
12	Dr. Sandip M. Patel	Asstt. Professor, College of Forestry	Member	
13	Dr. M.K. Desai	Asstt. Registrar(ADM)	Member	
14	Dr. Pathik B. Patel	Assoc. Research Scientist, Main Rice Research Centre, Navsari	Member	
15	Dr. Jagdish V. Patel	Farm Manager, NMCA	Member	
16	Shri Rashik Kapadia	Asstt. Farm Manager, NMCA	Member	
17	Shri Sanjaybhai Rabari	Senior Clerk, Executive Engineer Office	Member	
Announcement / Master of Ceremony				
1	Dr. Mehul Thakkar	Assoc. Professor, AABMI		All the activities related to Announcement

**6. Decoration Committee:**

1	Dr. Alka Singh	Professor, ACHF	Convener	Responsibility
2	Dr. Gaurang Patel	Asstt. Professor, ASPEE College of Horticulture (DR Office)	Member	1. Decoration of dias, Back drop banner & Welcome banner at gates. 2. Arrangement of Lighting of Lamp, Sarswati Murty. 3. Decoration of Procession path. 4. Arrangement for Prayer, Invocation song.
3	Dr. Vinay Parmar	Professor, ACH	Member	
4	Dr. Hardik Shah	Asstt. Professor, ACH	Member	
5	Dr. S.C. Mali	Res. Scientist, Sugarcane	Member	
6	Dr. Shivam Bhatt	Asstt. Professor, ACH	Member	
7	Dr. Dipal Bhatt	Asstt. Professor, ACH	Member	
8	Dr. Sudha Patil	Asstt. Professor, ACH	Member	
9	Prof. Parmesvari Chaudhari	Asstt. Professor, ACH	Member	
10	Dr. Tejas Ahir	Agricultural Officer, ACH	Member	

**7. Distribution of Invitation cards and Press / Media Committee:**

1	Dr. N.M. Chauhan	DEE, NAU, Navsari	Convener	Responsibility
2	Dr. S.D. Kavad	Assoc. Professor	Member	1. All the activities related to distribution of invitation cards. 2. Invitation to Press / Media Personally and Transport Arrangement for them. 3. Arrangement for files/ folders/information related to convocation and arrangement for interview for Gold medalists. 4. Preparing e-Press note of pre and post Convocation and send to press for wide publicity. To get the duty pass from the Police department. 5. <b>Press / Media duty : Dr. Sumit Salunke, Scientist, KVK, Navsari</b>
3	Dr. Sumit Salunke	Scientist, KVK, Navsari	Member	
4	Dr. Shehul Chawda	Assistant Professor, Office of the Director of Extension Education	Member	
5	Prof. M.D. Lad	Assistant Professor, Office of the Director of Extension Education	Member	
6	Shri Sandip R. Patel	Senior Clerk, Executive Engineer Office	Member	

**8. Medal Distribution Committee:**

1	Dr. R.M. Naik	DSW	Convener	Responsibility
2	Shri A.M. Patel	Asstt. Registrar (Academic)	Member	1. Scrutiny of the candidates for award of Medals/cash and
3	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	
4	Shri V. G. Patel	Sr. Clerk, Office of the DSW	Member	
5	Smt. Dimpri Viral Naik	Sr. Clerk (Academic Branch)	Member	

6	Shri R.B. Mahyavanshi	Jr. Clerk, Registrar Office (Exam Branch)	Member	Cheque prices. 2. Preparation of medals as per the procedure and distribution at the time of Convocation. 3. <b>Reporting presence/absence of Gold Medalists one day before the Convocation to the Registrar</b>
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**9. Convocation Speeches Printing & Distribution Committee:**

1	Dr. T.R. Ahlawat	Director of Research	Convener	Responsibility
2	Dr. N.M. Chauhan	Director of Extension Education	Member	1. Printing of Booklets of programme and Procedure. 2. Convocation address and speeches of Dignitaries.
3	Dr. Lalit Mahatma	Assoc. Director of Research	Member	
4	Dr. O.P. Sharma	Nodal Officer, Publication Cell, NAU, Navsari		
5	Dr. Vipul Shinde	T.O. to Hon'ble Vice Chancellor	Member	
6	Dr. M.S. Sankanur	Assistant Professor, Office of the Director of Research, NAU, Navsari	Member	

**10. Photography and Videography Committee:**

1	Dr. Ruchira Shukla	Dean, AABMI	Convener	Responsibility
2	Dr. Gautam R. Parmar	Asstt. Prof. AABMI	Member	Arrangement for Photography and Videography to the event.

**11. Food Committee:**

1	Dr. K.G. Patel	Prof. & Head Department of Agril. Chemistry and Soil Science	Convener	Responsibility
2	Dr. K.D. Desai	Principal, Horti. Polytechnic	Member	Preparing menu, arrange for lunch, high tea for candidates and invited guests, press, staff and students and University Staff.
3	Prof. Jaimin Naik	Asstt. Professor, NMCA	Member	
4	Dr. R.R. Sisodiya	Asstt. Professor, NMCA	Member	
5	Dr. A.R. Kaswala	Assoc. Professor, ACH	Member	
6	Dr. Alok Srivastava	Assoc. Prof., Statistics, NMCA	Member	
7	Dr. L.K. Arvadia	Asstt. Professor, ACH	Member	
8	Prof. N.M. Patel	Asstt. Professor, NMCA	Member	
9	Prof. R.T. Khatri	Asstt. Professor, NMCA	Member	
10	Prof. K.K. Patel	Asstt. Res. Scientist, SWMRU	Member	

**12. Application Scrutiny Committee:**

1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility
2	Smt. K.A. Patel	Office Superintendent (Exam Branch)/ Head Clerk (Exam Branch)	Member	Scrutiny of Applications received
3	Smt. Dimpri Viral Naik	Sr. Clerk (Academic Branch)	Member	
4	Shri. R.B. Mahyavanshi	Jr. Clerk (Exam Branch)	Member	
5	Shri T.M. Malek	Sr. Clerk (Exam Branch)	Member	
6	Shri. Mayur Bherthera	Computer Programmer	Member	

**13. Liaison with Raj Bhavan Collector and Chief Guest:**

1	Dr. H.V. Pandya	Registrar	Convener	Responsibility
2	Dr. V.R. Naik	Assoc. Director of Research	Member	To Keep close

3	Dr. Vipul Shinde	T.O. to Hon'ble Vice Chancellor	Member	coordination with Raj Bhavan, Collectorate, DSP and other dignitaries.
4	Shri Avneep Nair	PS to Hon'ble Vice Chancellor	Member	
5	Shri S.B. Birari	PS to Registrar	Member	

**14. Liaison on the Stage of Convocation:**

1	Shri S.B. Birari	PS to Registrar	Convener	<b>Responsibility</b> To Keep close coordination with Dignitaries on the stage of Convocation
2	Shri. R.B. Mahyavanshi	Jr. Clerk (Exam Branch)	Member	

**15. Campus beautification Committee:**

1	Dr. Alka Singh	Professor, ACHF	Convener	<b>Responsibility</b> Beautification and Cleanliness of Campus, pruning of trees, colour of building facing roads, repairs of road, erecting flags from guest house to Dikshant Mandap.
2	Dr. D.R. Bhandari	Professor, ACH	Member	
3	Dr. V.K. Parmar	Professor, ACH	Member	
4	Dr. Sagar Patil	Professor, NMCA	Member	
5	Dr. S.L. Chawla	Assoc. Professor, ACH	Member	
6	Dr. P.R. Patel	Assoc. Professor, ACH	Member	
7	Dr. Hemant Sharma	Assoc. Professor, ACH	Member	
8	Dr. Gaurang Patel	Asstt. Prof., ACH (DR Office)	Member	
9	Dr. Hardik Shah	Asstt. Professor, ACH	Member	
10	Shri M.A. Patel	Asstt. Professor, ACH	Member	
11	Dr. Tejas Ahir	Agricultural Officer, ACH	Member	
12	Dr. Sudha Patil	Asstt. Professor, ACH	Member	
13	Dr. Dipal Bhatt	Asstt. Professor, ACH	Member	
14	Dr. Manish Ahir	Asstt. Professor, ACH	Member	
15	Prof. Parmesvari Chaudhari	Asstt. Professor ACH	Member	
16	Dr. Shivam Bhatt	Asstt. Professor, ACH	Member	

**16. General Administration Committee:**

1	Dr. H.V. Pandya	Registrar	Convener	<b>Responsibility</b> Abstract bills, arrangement for grants, paying of T.A. bills.
2	Dr. V.R. Naik	Assoc. Director of Research	Member	
3	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	
4	Dr. Vipul Shinde	T.O. To Hon'ble Vice Chancellor	Member	
5	Shri N.M. Patel	Administrative-cum-Accounts Officer	Member	
6	Shri J.N. Vyas	Sr. Clerk	Member	
7	Shri Mangabhai Rathod	Jr. Clerk	Member	
8	Shri S.B. Birari	PS to Registrar	Member	

**17. Finance Committee:**

1	Shri Chirag Naik	Comptroller	Convener	<b>Responsibility</b> To keep the proper accounts and submit the bill within time limit etc.
2	Shri N.M. Patel	Administrative-cum-Accounts Officer	Member	
3	Smt. R.R. Patel	O.S. (Cash Branch)	Member	
4	Shri K.S. Patel	Sr. Clerk (Registrar Branch)	Member	
5	Shri Hiren R. Patel	Sr. Clerk (Registrar Branch)	Member	

**18. Printing of Degree Certificates:**

1	Dr. H.V. Pandya	Registrar	Convener	<b>Responsibility</b> Printing of degree certificates take signature of Hon'ble Vice Chancellor.
2	Shri A.M. Patel	Asstt. Registrar (Academic)	Member	
3	Smt. K.A. Patel	Office Superintendent (Exam Branch)	Member	
4	Smt. Dimpi Viral Naik	Sr. Clerk (Academic Branch)	Member	
5	Shri. Mayur Bherthera	Computer Programmer	Member	

6	Shri T.M. Malek	Sr. Clerk (Exam. Branch)	Member
7	Shri Dipak P. Rane	Mechanic (Exam. Branch)	Member
8	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member
9	Shri Vipul N. Patel	Jr. Clerk (Exam Branch)	Member

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

1	Dr. H.V. Pandya	Registrar	Convener	Responsibility
2	Prof. A.M. Patel	Asstt. Registrar (Academic)	Member	Printing of degree register and take signature of Hon'ble Vice Chancellor & Hon'ble Chancellor.
3	Smt. K.A. Patel	Office Superintendent (Academic Branch)	Member	
4	Smt. Dimpri Viral Naik	Sr. Clerk (Academic Branch)	Member	
5	Shri T.M. Malek	Sr. Clerk (Exam Branch)	Member	
6	Shri K.M. Parmar	Sr. Clerk (Exam Branch)	Member	
7	Shri. R.B. Mahyavanshi	Jr. Clerk (Exam Branch)	Member	

**20. Accommodation Committee:**

1	Er. P.R. Pandey	Executive Engineer	Convener	Responsibility
2	Shri Sanjaybhai Rabari	Sr. Clerk (Executive Engineer)	Member	Accommodation and menu, arrange for lunch, high tea for Hon'ble Chancellor and invited VIPs, Accommodation of students, their parents
3	Dr. S.N. Gajjar	Training Organizer, SSK	Member	
4	Dr. Dev Raj	Rector, ASPEE College of Horticulture	Member	
5	Dr. D.H. Tandel	Rector, NMCA	Member	
6	Dr. Suman Jha	Rector, College of Forestry	Member	
7	Dr. Jwalantbhai Zala	Agricultural Officer, SSK, Navsari	Member	
8	Shri Sandip R. Patel	Sr. Clerk (Executive Engineer)	Member	

**21. Webcast Committee:**

1	Shri Chirag Naik	Controlling Officer IT	Convener	1. Webcast and digital screen display, Videography of Convocation Programme and YouTube live 2. Arrangement for Prayer, Invocation song. 3. Display of PPT.
2	Shri Bhavesh Chaudhary	Asstt. Prof. (AABMI)	Member	
3	Shri Sunil Patel	Programmer	Member	
4	Shri Chetanbhai Lad	Programmer	Member	
5	Shri Mayur N. Bharthera	Programmer	Member	
6	Shri Manan Bhatt	Programmer	Member	

**22. Committee for Police Band**

1	Dr. P.K. Shrivastava	Dean, College of Forestry	Convener	All the arrangement for Police Band for Convocation Programme well in advance.
2	Dr. A.A. Kazi	Asstt. Prof., College of Forestry	Member	
3	Dr. Bhushan Kale	Asstt. Prof., NMCA	Member	

All Conveners can co-opt any member in the committee as per the requirement.

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.

*H.V. Pandya*  
REGISTRAR

No. NAU/REG/EXAM/Convo. 19/9349-9398 /2023,  
Date: 10/11/2023

**Copy F.W.Cs. to:**

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