

**Committees for 21st Annual Convocation of
Navsari Agricultural University, Navsari to be
held on Thursday, 12 March, 2026**

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

As per the directives from Hon'ble Vice Chancellor, for successful organization of 21st Annual Convocation of Navsari Agricultural University being held on **Thursday, 12 March, 2026**, 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 21st convocation are to be carried out in stipulated time-frame for which following committees are constituted.

1. Central Organizing Committee:

1	Dr. T.R. Ahlawat	Hon'ble Vice Chancellor	Chairman	Responsibility Planning, Co-ordination and monitoring of all the activities related to the Convocation.
2	Dr. T.R. Ahlawat	Director of Research & Dean PGS	Member	
3	Dr. H.M. Virdia	Registrar	Member	
4	Dr. Hemant Sharma	Director of Extension Education	Member	
5	Prof. J.R.Naik	Director of Students Welfare	Member	
6	Dr. P.B.Patel	Dean, N.M.College of Agriculture	Member	
7	Dr. Alka Singh	Dean, ASPEE College Horticulture	Member	
8	Dr. D.D. Patel	Principal, College of Agriculture, Bharuch	Member	
9	Dr. A. P. Patel	Principal, College of Agriculture, waghai	Member	
10	Dr.M.B.Tandel	Dean, College of Forestry	Member	
11	Dr. J.J.Pastagia	Dean, AABMI, NAU, Navsari	Member	
12	Dr. P.K. Shrivastava	Principal, Agril. Engg. College, Dediypada	Member	
13	Dr. Sanjay Jha	Principal, ASBI, Surat	Member	
14	Dr. K.D.Tandel	Librarian, NAU, Navsari	Member	
15	Dr. Lalit Mahatma	Assoc. Director of Research, NAU	Member	
16	Dr. V.R. Naik	Assoc. Director of Research, NAU	Member	
17	Dr. Amit Lathiya	Planning Officer, NAU	Member	
18	Shri Chirag Naik	Comptroller, NAU	Member	
19	Dr. Vipul Sinda	Executive Engineer, NAU	Member	
20	Prof. A.M. Patel	Assistant Registrar (Academic), NAU	Member	
21	Dr. M.K. Desai	Assistant Registrar (Administration), NAU	Member	

2. Procession Organizing Committee:

1	Prof. A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility 1. Making the arrangement for procession at Auditorium 2. Duty of Raj Dand/NAU Flag: Dr.M.K.Desai Assistant Registrar (Academic)
2	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	
3	Shri. Ankit S. Vyas	Sr. Clerk (Academic Branch)	Member	
4	Smt. Dimpay Viral Naik	Sr. Clerk (Academic Branch)	Member	
5	Shri T.M. Malek	Sr. Clerk (Academic Branch)	Member	
6	Shri. R.B. Mahyavanshi	Sr. Clerk (Academic Branch)	Member	
7	Dr. Swati Sharma	Assoc. Professor, AABMI	Member	
8	Dr. Niketa Patel	Asstt. Professor, ACH	Member	

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3. Distribution of Degree Certificate and Dupatta Committee:

1	Smt. K.A. Patel	Office Superintendent (Exam Branch)	Convener	Responsibility Purchase of shawl, dupatta and related materials and Distribution of dupatta and degree certificate to the candidates
2	Shri Dipak P. Rane	Mechanic (Exam Branch)	Member	
3	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	
4	Shri Vipul N. Patel	Jr. Clerk (Exam Branch)	Member	
5	Shri. Kamlesh A. Patel	Jr. Clerk (Exam Branch)	Member	
6	Kum. Nilam Patel	Head Clerk, ACH	Member	
7	Shri. Miteshbhai R. Patel	Sr. Clerk NMCA	Member	
8	Smt. Bhavini R. Patel	Lab. Tech. ACH	Member	
9	Shri. N. M. Patel	Sr. Clerk, COF	Member	
10	Smt. Neela C. Patel	Sr. Clerk, NMCA	Member	
11	Shri. J. N. Gamit	Sr. Clerk, Dediapada	Member	
12	Shri. Sanjay Parmar	Jr. Clerk Bharuch	Member	

4. Seating Arrangement Committee.

1	Dr. Lalit Mahatma	Assoc. Director of Research	Convener	Responsibility 1. Seating arrangement for Invitees VIP/ Media/ Staff /Candidates. Arrangement for Audio System and Police-Band. 2. Seating arrangement of Gold Medalists in chronological order. Reporting presence/absence of Gold Medalists before and during the Convocation to the Registrar
2	Dr. Y.N. Tandel	Professor, ACH	Co-Convener	
3	Dr. Suman Jha	Assoc. Prof., College of Forestry	Member	
4	Dr. S.R. Patel	Assoc. Professor, NMCA	Member	
5	Dr. C.U. Shinde	Asstt. Professor, NMCA	Member	
6	Dr. Pushpendra Singh	Associate Professor, CA, Waghai	Member	
7	Mr. Rajesh Burbade	Assoc. Prof. CAED, Dediapada	Member	
8	Dr. C.J. Patel	Assoc. Professor, ASBI, Surat	Member	
9	Dr. Shivangi Kansara	Asstt. Professor, NMCA	Member	
10	Prof. S.R. Kumbhani	Asstt. Professor, NMCA	Member	
11	Prof. G.V. Savani	Asstt. Professor, ACH	Member	
12	Dr.V.P. Prajapati	Asstt. Professor, ACH	Member	
13	Dr. Neethu T.M.	Asstt. Professor, NMCA	Member	
14	Dr. Rakeshkumar Dhandhukia	Asstt. Professor, CA, Bharuch	Member	
15	Dr. Ankurkumar Chaudhari	Physical Instructor, DSW Office	Member	

5. Auditorium Samaroh Committee/ Announcement/ Master Of Ceremony

1	Dr. Vipul Sinda	Executive Engineer	Convener	Responsibility All the activities related to Auditorium
2	Dr. V.R. Naik	Assoc. Director of Research	Member	
3	Dr. Sagar Patil	Professor, NMCA, Navsari	Member	
4	Dr. D.R. Bhandari	Professor, ACH	Member	
5	Dr. K. B. Rakholiya	Professor, NMCA	Member	
6	Dr. B.M. Tandel	Associate Professor, ACH	Member	
7	Dr. M.K. Desai	Asstt. Registrar(ADM)	Member	
8	Dr. Jagdish V. Patel	Farm Manager, NMCA	Member	
9	Dr. Rashik Kapadia	Asstt. Professor, NMCA	Member	
10	Shri Sanjaybhai Rabari	Senior Clerk, Executive Engineer Office	Member	
11	Shri Sandip R. Patel	Senior Clerk, Executive Engineer Office	Member	

SPECIAL DUTY			
12	Dr. Mehul Thakkar	Assoc. Professor, AABMI	Announcement/ Master Of Ceremony All the activities related to Announcement
13	Dr. Sandip M. Patel	Asstt. Professor, College of Forestry	Duty at Auditorium liaison with Officers of Hon'ble Chancellor

6. Decoration Committee:

1	Dr. S.L.Chavla	Professor, ACHF	Convener	Responsibility
2	Dr. Gaurang Patel	Assoc. Res. Sci., ACH (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. Hardik Shah	Assoc. Professor, ACH	Member	
4	Dr. S.C. Mali	Res. Scientist, Sugarcane	Member	
5	Dr. Shivam Bhatt	Assoc. Professor, DEE	Member	
6	Dr. Dipal Bhatt	Assoc. Professor, ACH	Member	
7	Dr. Sudha Patil	Assoc. Professor, ACH	Member	
8	Dr. Parmesvari Chaudhari	Asstt. Professor, ACH	Member	
9	Dr. Tejas R. Ahir	Asstt. Professor, ACH	Member	
10.	Dr. Palak Kachhadia	Asstt. Professor, ACH	Member	
11.	Dr. Dharmishtha Patel	Asstt. Professor, ACH	Member	

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

1	Dr. Hemant Sharma	DEE, NAU, Navsari	Convener	Responsibility
2	Dr. S.D. Kavad	Assoc. Professor, DEE	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. PRESS / MEDIA SPECIAL DUTY : Dr. Sumit Salunke, Scientist, KVK, Navsari
3	Dr. Sumit Salunke	Senior Scientist & Head, KVK, Navsari	Member	
4	Dr. Shehul Chawda	Assistant Professor, DEE	Member	
5	Prof. M.D. Lad	Assistant Professor, DEE	Member	

8. Medal Distribution Committee:

1	Prof. Jaimin Naik	DSW	Convener	Responsibility 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. Reporting presence/absence of Gold Medalists one day before the Convocation to the Registrar
2	Dr. K.P. Suthar	Asstt. Professor, DSW Office	Member	
3	Dr. Tulsi Gujjar	Asstt. Professor, ACH	Member	
4	Shri Girish V. Sabhaya	Agri. Asstt.; Office of the DSW	Member	
5	Shri R.B. Mahyavanshi	Sr. Clerk, Registrar Office (Exam Branch)	Member	

9. Convocation Speeches Printing & Distribution Committee:

1	Dr. Hemant Sharma	Director of Extension Education	Convener	Responsibility 1. Printing of Booklets of programme and Procedure. 2. Convocation address and speeches of Dignitaries.
2	Dr. Lalit Mahatma	Assoc. Director of Research	Member	
3	Dr. O.P. Sharma	Nodal Officer, Publication Cell, NAU, Navsari	Member	
4	Dr. M.S. Sankanur	Assistant Professor, DR Office	Member	

10. Photography Committee:

1	Dr. J.J.Pastagia	Dean, AABMI	Convener	Responsibility Arrangement for Photography
2	Dr. Gautam R. Parmar	Assoc. Prof. AABMI	Member	

11. Food Committee:

1	Dr. K.G. Patel	Prof. & Head Department of Agril. Chemistry and Soil Science	Convener	Responsibility Preparing menu, arrange for lunch, high tea for candidates and invited guests, press, staff and students and University Staff.
2	Dr.V.J. Zinzala	Assoc. Professor, NMCA	Member	
3	Dr. L.K. Arvadia	Assoc. Professor, NMCA	Member	
4	Dr. A.R. Kaswala	Assoc. Professor, ACH	Member	
5	Dr. R.R. Sisodiya	Asstt. Professor, NMCA	Member	
6	Prof. N.M. Patel	Asstt. Professor, NMCA	Member	
7	Prof. K.K. Patel	Asstt. Res. Scientist, SWMRU	Member	

12. Application Scrutiny Committee:

1	Prof. A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility Scrutiny of Applications received
2	Smt. K.A. Patel	Office Superintendent (Exam Branch)	Member	
3	Shri. R.B. Mahyavanshi	Sr. Clerk (Academic Branch)	Member	
4	Shri. Mayur Bherthera	Computer Programmer	Member	

13. Liaison with Lok Bhavan Collector and Chief Guest:

1	Dr. H.M. Virdia	Registrar	Convener	Responsibility To Keep close coordination with Lok Bhavan, Office of the Collector, DSP and other dignitaries.
2	Dr. V.R. Naik	Assoc. Director of Research	Member	
3	Shri Avneep Nair	PS to Hon'ble Vice Chancellor	Member	

14. Liaison on the Stage of Convocation:

1	Smt. K.A. Patel	Office Superintendent (Exam Branch)	Convener	Responsibility To Keep close coordination with Dignitaries on the stage of Convocation
2	Shri. R.B. Mahyavanshi	Sr. Clerk (Exam Branch)	Member	

15. Campus beautification Committee:

1	Dr. D.R. Bhandari	Professor, ACH	Convener	Responsibility Beautification and Cleanliness of Campus, pruning of trees, colour of building facing roads, repairs of road, erecting flags from guest house to Auditorium
2	Dr. M.A. Patel	Assoc. Professor, ACH	Member	
3	Dr. Sagar J. Patil	Professor, NMCA	Member	
4	Dr. S.L. Chawla	Professor, ACH	Member	
5	Dr. Gaurang Patel	Assoc. Prof., ACH (DR Office)	Member	
6	Dr. Hardik Shah	Assoc. Professor, ACH	Member	
7.	Dr. Tejas R. Ahir	Asstt. Professor, ACH	Member	

16. General Administration Committee:

1	Dr. H.M. Virdia	Registrar	Convener	Responsibility Abstract bills, arrangement for grants, paying of T.A. bills.
2	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	
3	Shri. Avneep Nair	PS to Hon'ble Vice Chancellor	Member	
4	Shri J.N. Vyas	Sr. Clerk	Member	
5	Shri B C. Patel	Jr. Clerk	Member	

17. Finance Committee:

1	Shri Chirag Naik	Comptroller	Convener	Responsibility To keep the proper accounts and Process and submit the bill within time limit etc.
2	Shri H.T. Patel	Administrative-cum-Accounts Officer	Member	
3	Smt. Vasuben Patel	O.S. (Cash Branch)	Member	
4	Shri Ketan A. Patel	Sr. Clerk (Registrar Branch)	Member	
5	Shri Mangubhai C. Patel	Sr. Clerk (Registrar Branch)	Member	

18. Printing of Degree Certificates:

1	Dr. H.M. Virdia	Registrar	Convener	Responsibility Printing of degree certificates take signature of Hon'ble Vice Chancellor.
2	Prof. A.M. Patel	Asstt. Registrar (Academic)	Member	
3	Smt. K.A. Patel	Office Superintendent (Exam Branch)	Member	
4	Shri. Mayur Bherthera	Computer Programmer	Member	
5	Shri T.M. Malek	Sr. Clerk (Exam. Branch)	Member	
6	Shri Dipak P. Rane	Mechanic (Exam. Branch)	Member	
7	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	
8	Shri Vipul N. Patel	Jr. Clerk (Exam Branch)	Member	

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

1	Dr. H.M.Virdia	Registrar	Convener	Responsibility 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	Smt. K.A. Patel	Office Superintendent (Academic Branch)	Member	
4	Shri. R.B. Mahyavanshi	Sr. Clerk (Exam Branch)	Member	

20. Accommodation Committee:

1	Dr. Vipul T. Shinde	Executive Engineer	Convener	Responsibility Accommodation and menu, arrange for lunch, high tea for Hon'ble Chancellor and invited VIPs, Accommodation of students, their parents
2	Shri Sanjaybhai Rabari	Sr. Clerk (Executive Engineer)	Member	
3	Dr. P.R. Patel	Rector, ASPEE College of Horticulture	Member	
4	Dr. C.U. Shinde	Rector, NMCA	Member	
5	Dr. Suman Jha	Rector, College of Forestry	Member	
6	Dr. Jwalantbhai Zala	Asstt. Prof., SSK, Navsari	Member	
7	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	Dr. Bhavesh Chaudhary	Assoc. Prof. (AABMI)	Member	
3	Shri Chetanbhai Lad	Computer Programmer	Member	
4	Shri Mayur N. Bharthera	Computer Programmer	Member	
5	Shri Manan Bhatt	Computer Programmer	Member	
				2. Arrangement for Prayer, Invocation song. 3. Display of PPT.

22. Committee for Police Band

1	Dr.M.B.Tandel	Dean, College of Forestry	Convener	All the arrangement and follow up 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	

23. Committee for Memento

1	Dr.J.J. Pastagia	Dean, AABMI	Convener	All the arrangement for Memento and related activities
2	Dr. S.R. Patel	Assoc.Prof., N.M.C.A.	Member	
3	Dr. H.G Vashi	Assoc. Prof., AABMI	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.


REGISTRAR

No. NAU/REG/EXAM/Convo. 21/ 294 /2026,

Date: 2 /01/2026

Copy F.W.Cs. to:

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