

**Committees for 20th Annual Convocation of
Navsari Agricultural University, Navsari to be
held on Tuesday, 07 January, 2025**

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

As per the directives from Hon'ble Vice Chancellor, for successful organization of 20th Annual Convocation of Navsari Agricultural University being held on **Tuesday, 07 January, 2025**, 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 20th 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 are the respected members of the Procession
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. R.M. Naik	Dean, N.M.College of Agriculture & ASPEE College Horticulture Navsari	Member	
7	Dr. D.D. Patel	Principal, Agri. College, Bharuch	Member	
8	Dr. Ajay Patel	Principal, College of Agriculture, waghai	Member	
9	Dr.M.B.Tandel	Dean, College of Forestry	Member	
10	Dr. O.P.Sharma	Dean, AABMI / Nodal Officer, Publication Cell, NAU, Navsari	Member	
11	Dr. P.K. Shrivastava	Principal, Agril. Engg. Dediypada	Member	
12	Dr. Sanjay Jha	Principal, Agril. Biotech. Surat	Member	
13	Dr. C.G.Intwala	Librarian, NAU, Navsari	Member	
14	Dr. Lalit Mahatma	Assoc. Director of Research		
15	Dr. V.R. Naik	Assoc. Director of Research	Member	
16	Dr. Amit Lathiya	Planning Officer	Member	
17	Shri Chirag Naik	Comptroller	Member	
18	Dr. Vipul Sinde	Executive Engineer	Member	
19	Shri A.M. Patel	Assistant Registrar (Academic)	Member	
20	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: Dr.M.K.Desai Assistant Registrar (Academic)
3	Shri.Kiran Parmar	Sr. Clerk (Academic Branch)	Member	
4	Smt. Dimpay Viral Naik	Sr. Clerk (Academic Branch)	Member	
5	Shri T.M. Malek	Sr. Clerk (Academic Branch)		
6	Shri. R.B. Mahyavanshi	Sr. Clerk (Academic Branch)	Member	
7	Dr. Sonal Tripathi	Assoc. Professor, NMCA	Member	
8	Dr. Niketa Patel	Asstt. Professor, ACH	Member	
9	Dr. Smt. Swati Sharma	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
2	Smt. Dimpy 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 Dipak Rane	Mechanic (Exam Branch)	Member	
4	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	
5	Shri Vipul N. Patel	Jr. Clerk (Exam Branch)	Member	
6	Shri. Kamlesh A. Patel	Jr. Clerk (Academic Branch)	Member	
7	Kum. Nilam Patel	Head Clerk, ACH	Member	
8	Shri. Miteshbhai R. Patel	Sr. Clerk NMCA	Member	
9	Smt. Bhavini R. Patel	Lab. Tech. ACH	Member	
10	Shri. N. M. Patel	Sr. Clerk, CF	Member	
11	Smt. Neela C. Patel	Sr. Clerk, NMCA	Member	
12	Shri. J. N. Gamit	Sr. Clerk, Dedyapada	Member	

4. Seating Arrangement Committee.

1	Dr. Lalit Mahatma	Assoc. Director of Research	Convener	Responsibility
2	Dr. Y.N. Tandel	Associate Professor, ACH	Co-Convener	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
3	Dr. Suman Jha	Assoc. Prof., College of Forestry	Member	
4	Dr. D.H. Tandel	Assoc. Prof., NMCA	Member	
5	Dr. Yogesh Garde	Asstt. Professor, NMCA	Member	
6	Prof. S.R. Kumbhani	Asstt. Professor, NMCA	Member	
7	Shri G.V. Savani	Asstt. Professor, ACH	Member	
8	Dr. S.R. Patel	Asstt. Professor, NMCA	Member	
9	Dr. V.P. Prajapati	Asstt. Professor, ACH	Member	
10	Dr. Sejal Parmar	Asstt. Professor, NMCA	Member	
11	Dr. Shivangi Kansara	Asstt. Professor, NMCA	Member	
12	Dr. Neethu T.M.	Asstt. Professor, NMCA	Member	
13	Dr. Pushpendra Singh	Associate Professor, CA, Waghai	Member	
14	Dr. Rakeshkumar Dhandhukia	Asstt. Professor, CA, Bharuch	Member	
15	Mr. Rajesh Burbade	Assoc. Prof. CAED, Dedyapada	Member	
16	Dr. C.J. Patel	Assoc. Professor, GABI, Surat	Member	

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

1	Dr. Vipul Sinde	Executive Engineer	Convener	Responsibility
2	Dr. V.R. Naik	Assoc. Director of Research	Member	All the activities related to Diksant Samaroh Mandap.
3	Dr. Sagar Patil	Professor, NMCA, Navsari	Member	
4	Dr. D.R. Bhanderi	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. Farm Manager, 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			
1	Dr. Mehul Thakkar	Assoc. Professor, AABMI	ANNOUNCEMENT/ MASTER OF CEREMONY: All the activities related to Announcement
2	Dr. Sandip M. Patel	Asstt. Professor, College of Forestry	Duty at Dikshant Mandap: liaison with Officers of Hon'ble Chancellor
3.	Dr. Tulsi Gujjar	Asstt. Professor, ACH	

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. Hardik Shah	Asstt. Professor, ACH	Member	
4	Dr. S.C. Mali	Res. Scientist, Sugarcane	Member	
5	Dr. Shivam Bhatt	Asstt. Professor, DEE	Member	
6	Dr. Dipal Bhatt	Asstt. Professor, ACH	Member	
7	Dr. Sudha Patil	Asstt. Professor, ACH	Member	
8	Prof. Parmesvari Chaudhari	Asstt. Professor, ACH	Member	
9	Dr. Tejas Ahir	Agricultural Officer, ACH	Member	

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

1	Dr. Hemant Sharma	DEE, NAU, Navsari	Convener	Responsibility
2	Dr. S.D. Kavadi	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. PRESS / MEDIA SPECIAL DUTY : Dr. Sumit Salunke, Scientist, KVK, Navsari
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	

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8. Medal Distribution Committee:

1	Prof. Jaimin Naik	DSW	Convener	Responsibility
2	Dr. K.P. Suthar	Asstt. Professor, DSW Office	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. Reporting presence/absence of Gold Medalists one day before the Convocation to the Registrar
3	Dr. Kalpesh Chaudhari	Asstt. Professor, Ext. Edu. NMCA	Member	
4	Dr. Ankurkumar Chaudhari	Physical Instructor, DSW Office	Member	
5	Shri V. G. Patel	Sr. Clerk, Office of the DSW	Member	
6	Shri R.B. Mahyavanshi	Sr. Clerk, Registrar Office (Exam Branch)	Member	

9. Convocation Speeches Printing & Distribution Committee:

1	Dr. T.R. Ahlawat	Director of Research	Convener	Responsibility
2	Dr. Hemant Sharma	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	Dean AABMI & Nodal Officer, Publication Cell, NAU, Navsari	Member	
5	Dr. M.S. Sankanur	Assistant Professor, Office of the Director of Research, NAU, Navsari	Member	

10. Photography and Videography Committee:

1	Dr. O.P. Sharma	Dean, AABMI	Convener	Responsibility
2	Dr. Gautam R. Parmar	Asstt. Prof. AABMI	Member	Arrangement for Photography and Videography to the event and LED Screen service for Convocation

11. Food Committee:

1	Dr. K.G. Patel	Prof. & Head Department of Agril. Chemistry and Soil Science	Convener	Responsibility
2	Dr. V.L. Zinzala	Assoc. Professor, ACH	Member	Preparing menu, arrange for lunch, high tea for candidates and invited guests, press, staff and students and University Staff.
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	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. Dimpy Viral Naik	Sr. Clerk (Academic Branch)	Member	
4	Shri. R.B. Mahyavanshi	Sr. Clerk (Exam Branch)	Member	
5	Shri. Mayur Bherthera	Computer Programmer	Member	

13. Liaison with Raj Bhavan Collector and Chief Guest:

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

14. Liaison on the Stage of Convocation:

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

15. Campus beautification Committee:

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

16. General Administration Committee:

1	Dr. H.M. Virdia	Registrar	Convener	Responsibility
2	Dr. V.R. Naik	Assoc. Director of Research	Member	Abstract bills, arrangement for grants, paying of T.A. bills.
3	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	
4	Shri. Avneep Nair	T.O. To Hon'ble Vice Chancellor	Member	
5	Shri J.N. Vyas	Sr. Clerk	Member	
6	Shri Bhagubhai C. Patel	Jr. Clerk	Member	
7	Shri S.B. Birari	PS to Registrar	Member	

17. Finance Committee:

1	Shri Chirag Naik	Comptroller	Convener	Responsibility
2	Shri N.M. Patel	Administrative-cum-Accounts Officer	Member	To keep the proper accounts and submit the bill within time limit etc.
3	Smt. Vasuben 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.M. Virdia	Registrar	Convener	Responsibility
2	Shri A.M. Patel	Asstt. Registrar (Academic)	Member	Printing of degree certificates take signature of Hon'ble Vice Chancellor.
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	

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

1	Dr. H.M. Virdia	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	Shri. R.B. Mahyavanshi	Sr. Clerk (Exam Branch)	Member	

20. Accommodation Committee:

1	Dr. Vipul Shinde	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. P.R. Patel	Rector, ASPEE College of Horticulture	Member	
4	Dr. D.H. Tandel	Rector, NMCA	Member	
5	Dr. Suman Jha	Rector, College of Forestry	Member	
6	Dr. Jwalantbhai Zala	Agricultural Officer, 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. 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.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	Prof. J.R.Naik	DSW	Convener	All the arrangement for Memento and related activities
2	Dr.J.J. Pastagia	Professor of Entomology, N.M.C.A.	Member	
3	Dr. S.R. Patel	Asstt. Prof., N.M.C.A.	Member	

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

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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.

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REGISTRAR

No. NAU/REG/EXAM/Convo. 20/9660 /2024,

Date: 10/12/2024

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.