

**NAVSARI AGRICULTURAL UNIVERSITY**  
**Navsari – 396 450, Gujarat**

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

**Sub.: 17<sup>th</sup> Annual Convocation of Navsari Agricultural University, Navsari to be held on 8<sup>th</sup> February 2022**

**Mission: To organize successfully the 17<sup>th</sup> Annual Convocation of the Navsari Agricultural University**

As per the directive from Hon'ble Vice-Chancellor for successful organization of 17<sup>th</sup> Annual Convocation of Navsari Agricultural University being held on 8<sup>th</sup> February 2022 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 17<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	Vice Chancellor	Convener	Responsibility
2	Dr. T.R. Ahlawat	Director of Research	Member	Planning Co-ordination and monitoring of all the activities related to the Convocation.
3	Dr. H.V. Pandya	Registrar	Member	
4	Dr. C.K. Timbadia	Director of Extn. Education	Member	
5	Dr. R.M. Naik	DSW	Member	
6	Dr. R.D. Pandya	Dean, N.M.C.A., Navsari	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, ACHF	Member	
10	Dr. Ruchira Shukla	Dean, AABMI	Member	
11	Dr. S.H. Sengar	Principal, Agril. Engg. Dediapada	Member	
12	Dr. R.M. Patel	Principal, Agril. Biotech. Surat	Member	
13	Shri Chirag Naik	Comptroller	Member	
14	Shri H.T. Bhalsod	Executive Engineer	Member	

**2. Procession Organizing Committee:**

1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility
2	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	Making the arrangement for procession at Dikshant Mandap
3	Shri A.S. Vyas	Sr. Clerk (Academic Branch)	Member	
4	Shri T.M. Malek	Sr. Clerk (Academic Branch)	Member	
5	Shri. R.B. Mahyavanshi	Jr. Clerk (Academic Branch)	Member	
6	Dr. Sonal Tripathi	Assoc. Professor, NMCA	Member	
7	Dr. Snehal M. Patel	Asstt. Professor, ACHF	Member	
8	Dr. Niketa Patel	Asstt. Professor, ACHF	Member	
9	Dr. Smt. Swati Sharma	Asstt. Professor, AABMI	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	Shri T.M. Malek	Sr. Clerk (Exam Branch)	Member	Purchase of shawl, dupatta and related materials and Distribution of
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	dupatta and degree certificate to the candidates
6	Shri. Miteshbhai R. Patel	Sr. Clerk NMCA	Member	
7.	Kum. Nilam Patel	Sr. Clerk, ACHF	Member	
8	Shri. N. M Patel	Sr. Clerk, ACHF	Member	
9	Smt. Neela C. Patel	Jr. Clerk, NMCA College	Member	

#### 4. Sitting Arrangement Committee:

1	Dr. R.D. Pandya	Dean, N.M.C.A. Navsari	Convener	Responsibility
2	Dr. Lalit Mahatma	Assoc. Director of Research	Member	Seating arrangement for Invitees VIP/ Media/ Staff /Candidates. Arrangement for Audio System and Police-Band.
3	Dr. Dev Raj	Rector, ACHF	Member	
4	Dr. D.H. Tandel	Rector, NMCA	Member	
5	Dr. A.A. Kazi	Asstt. Professor, ACHF	Member	
6	Shri G.V. Savani	Asstt. Professor, ACHF	Member	
7	Prof. S.R. Kumbhani	Asstt. Professor, NMCA	Member	

#### 5. Diksant Samaroh Mandap Committee:

1	Er. H. T. Bhalsod	Executive Engineer	Convener	Responsibility
2	Er. S. A. Sindhi	Deputy Engineer	Member	All the activities related to Diksant Samaroh Mandap.
3	Dr. S. N. Saravaiya	Professor, ACHF	Member	
4	Dr. K. B. Rakholiya	Professor, NMCA	Member	
5	Dr. Sandip M. Patel	Asstt. Professor, ACHF	Member	

#### 6. Decoration Committee:

1	Dr. Alka Singh	Professor, ACHF	Convener	Responsibility
2	Dr. Gaurang Patel	Asstt. Professor, ACHF (DR Office)	Member	<ul style="list-style-type: none"> <li>• Decoration of dias, Back drop banner &amp; Welcome banner at gates.</li> <li>• Arrangement of Lighting of Lamp, Sarswati Murty.</li> <li>• Decoration of Procession path.</li> <li>• Arrangement for Prayer, Invocation song.</li> </ul>
3	Dr. D.R. Bhanderi	Professor, NMCA		
4	Dr. Vinay Parmar	Professor, ACHF	Member	
5	Dr. S.C. Mali	Res. Scientist, Sugarcane	Member	
6	Dr. Shivam Bhatt	Asstt. Professor, ACHF	Member	
7	Dr. Tejas Ahir	Agricultural Officer, ACHF	Member	

#### 7. Announcement / Master of Ceremony Committee:

1	Dr. Mehul Thakkar	Assoc. Professor, AABMI	Convener	Responsibility
				All the activities related to Announcement

*H. Pandya*

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

1	Dr. C.K. Timbadia	DEE, NAU, Navsari	Convener	Responsibility
2	Dr. G. B. Kalaria	Training Associate, T & V Scheme	Member	<ul style="list-style-type: none"> <li>All the activities related to distribution of invitation cards.</li> <li>Invitation to Press / Media Personally and Transport Arrangement for them.</li> <li>Arrangement for files/folders/information related to convocation and arrangement for interview for Gold medalists.</li> <li>Preparing e-Press note of pre and post Convocation and send to press for wide publicity.</li> <li>To get the duty pass from the Police Department.</li> </ul>
3	Prof. S.D. Kavadi	Assoc. Professor	Member	

**9. Medal Distribution Committee:**

1	Dr. R.M. Naik	DSW	Convener	Responsibility
2	Shri A.M. Patel	Asstt. Registrar (Academic)	Member	<ul style="list-style-type: none"> <li>Scrutiny of the candidates for award of Medals/cash and Cheque prices.</li> <li>Preparation of medals as per the procedure and distribution at the time of convocation.</li> </ul>
3	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	
4	Shri V. G. Patel	Sr. Clerk, Office of the DSW	Member	
5	Shri R.B. Mahyavanshi	Ju. Clerk, Registrar Office (Exam Branch)	Member	

**10. Convocation Speeches Committee:**

1	Dr. T.R. Ahlawat	Director of Research	Convener	Responsibility
2	Dr. C.K. Timbadia	DEE	Member	<ul style="list-style-type: none"> <li>Printing of Booklets of programme and procedure.</li> <li>Convocation address and speeches of dignitaries.</li> </ul>
3	Dr. Lalit Mahatma	Assoc. Director of Research	Member	
4	Dr. M.S. Sankanur	Asstt. Professor, DR Office	Member	
5	Dr. Vipul Shinde	T.O. to Hon'ble Vice Chancellor	Member	

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**11. Photography and Videography Committee:**

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

**12. Food Committee:**

1	Dr. K.G. Patel	Prof. & Head Department of Agril. Chemistry and Soil Science	Convener	<i>Responsibility</i>
2	Dr. H.M. Viradia	Res. Sci. Sugarcane	Member	Prepare 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	Asstt. Professor, ACHF	Member	
6	Dr. L.K. Arvadia	Asstt. Professor, ACHF	Member	
7	Prof. R.T. Khatri	Asstt. Professor, NMCA	Member	

**13. Application Scrutiny Committee:**

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

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

1	Dr. H.V. Pandya	Registrar	Convener	<i>Responsibility</i>
2	Dr. V.R. Naik	Assoc. Director of Research	Member	To Keep close coordination with Raj Bhavan, Collectorate, DSP and other dignitaries.
3	Shri Avneep Nair	PS to Hon'ble Vice Chancellor	Member	
	Dr. Vipul Shinde	T.O. to Hon'ble Vice Chancellor	Member	

**15. Campus beautification Committee:**

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

**16. General Administration Committee:**

1	Dr. H.V. Pandya	Registrar	Convener	Responsibility
2	Dr. M.K. Desai	Asstt. Registrar (Adm)	Member	Abstract bills, arrangement for grants, paying of T.A. bills.
3	Dr. Vipul Shinde	T.O. To Hon'ble Vice Chancellor	Member	
4	Shri R.R. Rao	Account Officer	Member	
5	Shri J.N. Vyas	Sr. Clerk	Member	

**17. Finance Committee:**

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

**18. Printing of Degree Certificates:**

1	Dr. H.V. Pandya	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.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	Shri T.M. Malek	Sr. Clerk (Exam Branch)	Member	
5	Shri K.M. Parmar	Sr. Clerk (Exam Branch)	Member	

**20. Accommodation Committee:**

1	Er. H.T. Bhalsod	Executive Engineer	Convener	Responsibility
2	Er. A.S. Sindhi	Deputy Engineer	Member	Accommodation and menu, arrange for lunch, high tea for Hon'ble Chancellor and invited VIPs, Accommodation of students, their parents
3	Prof. V.P. Vejpara	Associate Professor, DEE	Member	
4	Dr. Dev Raj	Rector, ACHF	Member	
5	Dr. D.H. Tandel	Rector, NMCA	Member	
6	Shri Sanjaybhai Rabari	Sr. Clerk (Executive Engineer)	Member	

**21. Webcast Committee:**

1	<b>Shri Bhavesh Chaudhary</b>	<b>Asstt. Prof. (AABMI)</b>	<b>Convener</b>	Webcast and digital screen display, Videography of Convocation Programme.
2	Shri Manan Bhatt	Programmer (AABMI)	Member	
3	Shri Chetanbhai Lad	Programmer (AABMI)	Member	
4	Shri Mayur N. Bharthera	Programmer (Exam)	Member	
5	Shri Sunil Patel	Programmer (AABMI)	Member	

**22. Committee for Police Band:**

1	<b>Lt. (Dr.) Aadil Kazi</b>	<b>Assistant Professor, ACHF, Navsari</b>	<b>Convener</b>	<b>Responsibility</b>
2	Dr. Surendrasinh Gohil	Assistant Professor, N.M.C.A., Navsari	Member	All the activities related to Police Band for the Convocation.
3	Prof. Ghanshyam Savani	Associate Professor, ACHF, Navsari	Member	

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

In continuation to our earlier circular No. 1339-42 dated: 02/12/2021, all the Conveners are requested to submit the progress report of the activities till today for successfully organizing the 17th Annual Convocation to the undersigned.

  
REGISTRAR

No. NAU/REG/Convo.17/366-369/2022,

Date: 07/01/2022

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

1. PS to Hon'ble 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.