

NAVSARI AGRICULTURAL UNIVERSITY

Navsari – 396 450, Gujarat

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

Subject: 16th Annual Convocation of Navsari Agricultural University, Navsari to be held on 9th February 2021 through Virtual mode

Mission: To successfully organize the 16th Annual Convocation of the Navsari Agricultural University through Virtual mode.

For successful organization of 16th Annual Convocation of Navsari Agricultural University scheduled to be held on **9th February 2021 through Virtual mode**. The following committees are formulated for smooth functioning of the Convocation. All members are directed to perform their duties under the guidance and supervision of the Convener of respective committee. Various committees are formulated as per the directives of Hon'ble Vice-Chancellor. The activities related to 16th Annual Convocation are to be carried out within the stipulated time.

1. Central Organizing Committee:

1	Dr. Z.P. Patel	Vice Chancellor	Convener	Responsibility
2	Dr. S.R. Chaudhary	Director of Research and Dean PG	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 Extension Education	Member	
5	Dr. R.M. Naik	Director of Student's Welfare	Member	
6	Dr. K.G. Patel	Dean & Principal, College of Agriculture, Bharuch	Member	
7	Dr. M. K. Arvadia	Principal, N.M.C.A., Navsari	Member	
8	Dr. J.J. Pastagia	Principal, College of Agriculture, Waghai	Member	
9	Dr. P.K. Shrivastava	Principal/ Dean, ACHF	Member	
10	Dr. V.B. Kharadi	Principal/Dean, Veterinary College	Member	
11	Dr. R.V. Borichangar	Principal, Fisheries Science College	Member	
12	Dr. Ruchira Shukla	Dean, AABMI	Member	
13	Dr. S.H. Sengar	Principal, Agril. Engg. Dediapada	Member	
14	Dr. R.M. Patel	Principal, Agril. Biotechnology, Surat	Member	
15	Shri D.T. Chaudhari	Comptroller	Member	
16	Shri H.T. Bhalsod	Executive Engineer	Member	

2. Distribution of Degree Certificates:

1	Smt. K.A. Patel	Office Supt. Exam Branch	Convener	Responsibility
2	Shri R.B. Mahyavanshi	Jr. Clerk, Registrar Office Exam Branch	Member	Distribution of Degree Certificate

3. Sitting Arrangement Committee:

1	Dr. R.D. Pandya	Professor of Ext. Edu.	Convener	Responsibility
2	Dr. T.R. Ahlawat	Assoc. Director of Research	Member	Seating arrangement.
3	Shri G.V. Savani	Asstt. Professor, ACHF	Member	
4	Prof. S.R. Kumbhani	Asstt. Professor, NMCA	Member	

4. Decoration Committee:

1	Dr. Alka Singh	Professor, ACHF	Convener	Responsibility
2	Dr. S.C. Mali	Assoc. Res. Scientist, Sugarcane	Member	Decoration
3	Dr. Hardik Shah	Asstt. Professor, ACHF	Member	
4	Dr. Shivam Bhatt	Asstt. Professor, ACHF	Member	

5. Announcement / Master of Ceremony Committee:

1	Dr. Mehul Thakkar	Assoc. Professor, AABMI	Convener	Responsibility
				Announcement / Master of Ceremony

6. Photography and Videography Committee:

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

7. Press / Media Committee:

1	Dr. C.K.Timbadia	Director of Extension Education	Convener	Responsibility
2	Dr. G. B. Kalaria	Training Associate, T & V Scheme	Member	Invitation to Press / Media Persons, Transport, files/ folders/information related to convocation and arrangement for interview for Gold medalists, Press notes of pre and post Convocation.
3	Prof. S.D. Kavadi	Assoc. Professor	Member	
4	Prof. S.R. Kumbhani	Asstt. Professor, NMCA	Member	

8. Medal Distribution Committee:

1	Dr. R.M. Naik	Director of Student's Welfare	Convener	Responsibility
2	Shri A.M. Patel	Asstt. Registrar (Academic)	Member	Scrutiny of the candidates for award of Medals/cash and Cheque prices. Preparation of medals
3	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm.)	Member	
4	Shri V. G. Patel	Sr. Clerk, Office of the DSW	Member	
5	Shri R.B. Mahyavanshi	Jr. Clerk, Registrar Office (Exam Branch)	Member	

9. Convocation Speeches Printing & Distribution Committee:

1	Dr. S.R. Chaudhary	Director of Research	Convener	Responsibility
2	Dr. C.K. Timbadia	Director of Extension Education	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. Lalit Mahatma	Assoc. Professor, NMCA	Member	
5	Dr. Abhishek Shukla	I/c Professor, NMCA	Member	
6	Dr. O.P. Sharma	Professor, ACHF	Member	
7	Dr. Vipul Shinde	T.O. to Hon'ble Vice Chancellor	Member	

10. Food Committee:

1	Dr. H.R. Pandya	Prof. & Head, Department of Statistics, NMCA	Convener	Responsibility
2	Dr. H.M. Viradia	Res. Scientist, Sugarcane	Member	(1) Prepare menu, arrange for lunch and high tea
3	Dr. D.H. Tandel	Assoc. Professor, NMCA	Member	
4	Dr. A.R. Kaswala	Assoc. Professor, ACHF	Member	
5	Dr. L.K. Arvadiya	Assoc. Professor, ACHF	Member	
6	Shri Jaimin R. Naik	Asstt. Professor, NMCA	Member	

11. Liaison with Raj Bhavan:

1	Dr. H.V. Pandya	Registrar	Convener	Responsibility
2	Dr. V.R. Naik	Assoc. Director of Research	Member	Liaison with Raj Bhavan.
3	Dr. Vipul Shinde	T.O. to Hon'ble Vice Chancellor	Member	
4	Shri Avneep Nair	PS to Hon'ble Vice Chancellor	Member	

12. General Administration Committee:

1	Dr. H.V. Pandya	Registrar	Convener	Responsibility
2	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm.)	Member	Abstract bills and arrangement for grants
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 (Office of Hon'ble Vice Chancellor)	Member	

13. Finance Committee:

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

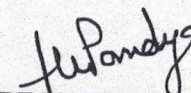
14. Printing of Degree Certificates and, Printing the Register of Graduates for submission to Hon'ble the Chancellor for Signature:

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

15. Webcast Committee:

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

All Unit Heads of the University are directed to spare the services of above staff members to make the Programme a grand success. Conveners may co-opt additional member in the committee as per the requirement with the intimation to the undersigned.


REGISTRAR

No. NAU/REG/EXAM/Convo.16/292-341/2021,
Date: 12/01/2021

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.