

**Committees for 4<sup>th</sup> Polytechnic Passing Out Ceremony of Navsari Agricultural University, Navsari to be held on 09/10/2026**

**-:: CIRCULAR ::-**

As per the directives of the Hon'ble Vice-Chancellor, for the successful organization of the 4<sup>th</sup> Polytechnic Passing Out Ceremony of Navsari Agricultural University, to be held on 09/10/2026, the following committees have been formed. All concerned are informed to perform their duties under the guidance and direct control of the Convener of respective committees.

As such these activities related to **4<sup>th</sup> Polytechnic Passing Out Ceremony** are to be carried out in stipulated time-frame for which following committees are constituted.

**(1) Central Organizing Committee:**

| 1  | Dr. R.M.Naik           | 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 Polytechnic Passing Out Ceremony. |
| 3  | Dr. H.M. Virdia        | Registrar                        | Member   |                                                                                                               |
| 4  | Dr. H.R. Sharma        | Director of Extn. Education      | Member   |                                                                                                               |
| 5  | Prof. J.R. Naik        | DSW, NAU, Navsari                | Member   |                                                                                                               |
| 6  | Dr. P.B. Patel         | Dean, N.M.C.A., Navsari          | Member   |                                                                                                               |
| 7  | Dr. Alka Singh         | Dean, A.C.H., Navsari            | Member   |                                                                                                               |
| 8  | Dr. S. N. Singh        | Dean, Agril. Engg. Dediapada     | Member   |                                                                                                               |
| 9  | Dr. D.D. Patel         | Principal, COA, Bharuch          | Member   |                                                                                                               |
| 10 | Dr. A.P. Patel         | Principal, COA, Waghai           | Member   |                                                                                                               |
| 11 | Dr. M. B. Tandel       | Principal, COF, Navsari          | Member   |                                                                                                               |
| 12 | Dr. J. J. Pastagiya    | Principal, AABMI, Navasri        | Member   |                                                                                                               |
| 13 | Dr. Sanjay Jha         | Principal, ASBI, Surat           | Member   |                                                                                                               |
| 14 | Dr. K.D. Tandel        | Librarian, Central Library       | Member   |                                                                                                               |
| 15 | Dr. Lalit Mahatma      | Assoc. Director of Research      | Member   |                                                                                                               |
| 16 | Dr. V.R. Naik          | Assoc. Director of Research      | Member   |                                                                                                               |
| 17 | Shri Chirag Naik       | Comptroller & DIT                | Member   |                                                                                                               |
| 18 | Dr. Vipul Sinde        | Executive Engineer               | Member   |                                                                                                               |
| 19 | Dr. Amit Lathia        | Planning Officer                 | Member   |                                                                                                               |
| 20 | Prof. A.M. Patel       | Asstt. Registrar (Academic)      | Member   |                                                                                                               |
| 21 | Dr. Bhavesh Patel      | Asstt. Registrar (Adm)           | Member   |                                                                                                               |
| 22 | Dr. Alok Singh         | Principal, Poly. Agril. Engg.,   | Member   |                                                                                                               |
| 23 | Dr. S.S. Gaikwad       | Principal, Poly. Horti., Paria   | Member   |                                                                                                               |
| 24 | Dr. M.P. Ahir          | Principal, Poly. Horti., Navsari | Member   |                                                                                                               |
| 25 | Dr. N.M. Chauhan       | Principal, Poly. Agri., Vyara    | Member   |                                                                                                               |
| 26 | Dr. A.D. Raj           | Principal, Poly. Agri., Bharuch  | Member   |                                                                                                               |
| 27 | Dr. Mahaveer Chaudhari | Principal, Poly. Agri., Waghai   | Member   |                                                                                                               |

**(2) Procession Organizing Committee:**

| 1 | Prof. A.M. Patel       | Asstt. Registrar (Academic)  | Convener | Responsibility                                                                                                           |
|---|------------------------|------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------|
| 2 | Dr. B .B. Patel        | Asstt. Registrar (ADM)       | Member   | 1. Making arrangement for procession.<br>2. To march with a NAU flag<br>Dr. B .B. Patel, <b>Asstt. Registrar (ADM)</b> . |
| 3 | Dr. Shivam. T. Bhatt   | Asstt. Professor, DEE        | Member   |                                                                                                                          |
| 4 | Shri. T.M. Malek       | Sr. Clerk (Academic Branch)  | Member   |                                                                                                                          |
| 5 | Shri. R.B. Mahyavanshi | Sr. Clerk (Academic Branch)  | Member   |                                                                                                                          |
| 6 | Smt. Dimpay V. Naik    | Sr. Clerk (Academic Branch)  | Member   |                                                                                                                          |
| 7 | Dr. Aditi R. Chauhan   | Asstt. Prof. NMCA            | Member   |                                                                                                                          |
| 8 | Dr. Mital Patel        | Asstt.. Prof., NMCA, Navsari | Member   |                                                                                                                          |

**(3) Distribution of Certificate and Dupatta Committee:**

| 1  | Shri. A.S.Vyas       | O S (Exam Branch)              | Convener | Responsibility                                                                                                             |
|----|----------------------|--------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------|
| 2  | Dr. Jaymin Pandya    | Asstt. Prof., PIA, Bharuch     | Member   | 1. Purchase of Shawl, Dupatta and related materials.<br>2. Distribution of Dupatta and degree certificate to the students. |
| 3  | Mr. Sunil Parmar     | Agri.Asstt., PIA, Bharuch      | Member   |                                                                                                                            |
| 4  | Dr. Jayesh Vasave    | Asstt. Prof., PIA, Vyara       | Member   |                                                                                                                            |
| 5  | Dr. Shital Patel     | Asstt. Prof., PIA, Vyara       | Member   |                                                                                                                            |
| 6  | Dr. Sandip Aklade    | Asso. Prof., PIA, Waghai       | Member   |                                                                                                                            |
| 7  | Dr. Sandip Sonwane   | Asstt. Prof., PIA, Waghai      | Member   |                                                                                                                            |
| 8  | Dr. Swati Ganvit     | Asstt. Professor, PIH, Navsari |          |                                                                                                                            |
| 9  | Smt. Dipika Patel    | Clerk Rojamdar, PIH, Navsari   | Member   |                                                                                                                            |
| 10 | Mr. Ankur Dhimmarr   | Demonstrator, PIAE, Dediapada  | Member   |                                                                                                                            |
| 11 | Dr. Chetna M. Patel  | Asstt. Prof., PIH, Paria       | Member   |                                                                                                                            |
| 12 | Dr. Sandip Masaye    | Asstt. Prof., PIH, Paria       | Member   |                                                                                                                            |
| 13 | Shri. Dipak Rane     | Mechanic (Academic Branch)     | Member   |                                                                                                                            |
| 14 | Kum. N.K. Nayka      | Jr. Clerk (Exam Branch)        | Member   |                                                                                                                            |
| 15 | Shri. Vipul N. Patel | Jr. Clerk (Exam Branch)        | Member   |                                                                                                                            |
| 16 | Shri. K.A. Patel     | Jr. Clerk (Academic Branch)    | Member   |                                                                                                                            |

**(4) Sitting Arrangement Committee:**

| 1 | Dr. D. R. Bhanderi     | Professor, ACH, Navsari             | Convener | Responsibility       |
|---|------------------------|-------------------------------------|----------|----------------------|
| 2 | Dr. D. H. Tandel       | Prof., NMCA                         | Member   | Seating arrangement. |
| 3 | Dr. K.B. Patel         | Asso. Prof., Horti. Poly., Navsari  | Member   |                      |
| 4 | Dr. Priyanka N. Patel  | Asstt. Prof., Horti. Poly., Navsari | Member   |                      |
| 5 | Dr. Amit makvana       | Asstt. Prof., Paria                 | Member   |                      |
| 6 | Dr. Viral Parmar       | Asstt. Prof., Vyara                 | Member   |                      |
| 7 | Dr. Kuldeepsinh Rana   | Asstt. Prof., Bharuch               | Member   |                      |
| 8 | Dr. Shrishail Rudrapur | Asstt. Prof., Waghai                | Member   |                      |

**(5) Samaroh Mandap Committee:**

| 1 | Prof. J.R. Naik      | DSW, NAU, Navsari       | Convener | Responsibility                                                      |
|---|----------------------|-------------------------|----------|---------------------------------------------------------------------|
| 2 | Dr. Vipul Sinda      | Executive Engineer      | Member   | All activities related to Samaroh place (Central Examination Hall). |
| 3 | Dr. Gopal Chopda     | Asstt. Professor., NMCA | Member   |                                                                     |
| 4 | Dr. K. M. Patel      | Asstt. Professor., NMCA | Member   |                                                                     |
| 5 | Shri. Girish Sabhaya | Agri. Asstt.            | Member   |                                                                     |
| 6 | Dr. Gaurav Sharma    | Asso. Prof., NMCA       | Member   |                                                                     |

**(6) Announcement / Master of Ceremony**

|   |                             |                                  |                 |                                             |
|---|-----------------------------|----------------------------------|-----------------|---------------------------------------------|
| 1 | <b>Dr. Mehul G. Thakkar</b> | <b>Professor, AABMI, Navsari</b> | <b>Convener</b> | All the activities related to Announcement. |
| 2 | Dr. Tulsi Gurjar            | Asstt. Prof., ACH, Navsari       | Member          |                                             |

**(7) Decoration Committee:**

| 1 | <b>Dr. Sagar Patil</b> | <b>Professor, NMCA Navsari</b>             | <b>Convener</b> | <b>Responsibility</b>                                               |
|---|------------------------|--------------------------------------------|-----------------|---------------------------------------------------------------------|
| 2 | Dr. S.L. Chawla        | Professor, ACH, Navsari                    | Member          | (1) Decoration of dais, Back drop banner & Welcome banner at gates. |
| 3 | Dr. Bhoomika Patel     | Asso. Professor, NMCA, Navsari             | Member          |                                                                     |
| 4 | Dr. Gaurang Patel      | Assoc. Professor, ACH (DR Office), Navsari | Member          |                                                                     |
| 5 | Dr. Pushparaj Singh    | Asstt. Professor, NMCA                     | Member          | (2) Arrangement of Lighting of Lamp, Saraswati Murty.               |
| 6 | Dr. Mukesh Patel       | Assoc. Professor, ACH                      | Member          |                                                                     |
| 7 | Dr. Tejas R. Ahir      | Asstt. Professor, ACH                      | Member          |                                                                     |
|   |                        |                                            |                 | (3) Arrangement for Prayer, invocation song.                        |

**(8) Invitation Card and Press/ Media Committee**

| 1 | <b>Dr. Hemant Sharma</b> | <b>DEE, NAU, Navsari</b> | <b>Convener</b> | <b>Responsibility</b>                                                                                                 |
|---|--------------------------|--------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------|
| 2 | Dr. S.D. Kawad           | Assoc. Professor, DEE    | Member          | (1) Distribution of Invitation Cards.                                                                                 |
| 3 | Dr. Snehal A. Patel      | Scientist, KVK, Navsari  | Member          |                                                                                                                       |
| 4 | Dr. Sehul Chawda         | Asso. Prof., DEE         | Member          | (2) Inviting Press/ Media and Providing transport facility to them.                                                   |
| 5 | Prof. M.D. Lad           | Asstt. Prof., DEE        | Member          |                                                                                                                       |
| 6 | Dr. Parag Pandit         | Asso.. Prof., ACH        | Member          | (3) Arrangement of files/ folders/ information related to programme and arranging interview of gold medalist student. |
| 7 | Dr. S. R. Kumbhani       | Asstt. Prof., NMCA       | Member          |                                                                                                                       |
|   |                          |                          |                 | (4) Preparing Press note of pre and post programme for wide publicity in Press / Media                                |

**(9) Medal Distribution Committee:**

| 1 | <b>Prof. J.R. Naik</b> | <b>DSW, NAU, Navsai</b>                   | <b>Convener</b> | <b>Responsibility</b>                                                                |
|---|------------------------|-------------------------------------------|-----------------|--------------------------------------------------------------------------------------|
| 2 | Dr. K.P. Suthar        | Asstt. Professor, NMCA, Navsari           | Member          | Preparation of medals as per the procedure and distribution at the time of Ceremony. |
| 3 | Dr. Tulsi Gujar        | 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          |                                                                                      |

**(10) Ceremony Speech Committee:**

| 1 | Dr. T.R. Ahlawat  | Director of Research                          | Convener | Responsibility          |
|---|-------------------|-----------------------------------------------|----------|-------------------------|
| 2 | Dr. Hemant Sharma | DEE, NAU                                      | Member   | Speeches of Dignitaries |
| 3 | Dr. Lalit Mahatma | Assoc. Director of Research                   | Member   |                         |
| 4 | Dr. O.P. Sharma   | Nodal Officer, Publication Cell, NAU, Navsari | Member   |                         |
| 5 | Dr. A. V. Narvade | Professor, NMCA                               | Member   |                         |

**(11) Photography and Videography Committee:**

| 1 | Dr. J.J. Pastagia | Professor and Head, Ento., NMCA, NAU, Navsari | Convener | Responsibility                                            |
|---|-------------------|-----------------------------------------------|----------|-----------------------------------------------------------|
| 2 | Dr. Mrugesh Khunt | Asso. Professor, NMCA                         | Member   | Arrangement for Photography and Videography to the event. |
| 3 | Dr. R. M. Bhuvra  | Asstt. Professor, NMCA                        | Member   |                                                           |
| 4 | Dr. S.R. Patel    | Assoc. Professor, NMCA                        | Member   |                                                           |

**(12) Food Committee:**

| 1 | Dr. K.G. Patel  | Prof. & Head, Department of Agril. Chemistry and Soil Science | Convener | Responsibility                                                                                                                 |
|---|-----------------|---------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------|
| 2 | Dr. H.M. Patel  | Professor, Horti. Poly., Navsari                              | Member   | Preparing menu, arrange for lunch, high tea for candidates and invited guests, press, staff and students and University Staff. |
| 3 | Dr. D. P. Patel | Professor, COF                                                | Member   |                                                                                                                                |
| 4 | Dr. Kinjal Shah | Assoc. Professor, NMCA                                        | Member   |                                                                                                                                |
| 5 | Dr. J. N. Zala  | Asstt. Professor, ACH                                         | Member   |                                                                                                                                |
| 6 | Dr. B. H. Kale  | Asso. Professor, NMCA                                         | Member   |                                                                                                                                |

**(13) Committee for Band:**

| 1 | Dr. K.G. Patel     | Prof. & Head, Department of Agril. Chemistry and Soil Science | Convener | Responsibility                              |
|---|--------------------|---------------------------------------------------------------|----------|---------------------------------------------|
| 2 | Dr. Ketan B. Patel | Asso. Prof. PIH                                               | Member   | All arrangements of Band for the programme. |
| 3 | Dr. Hardik Shah    | Asstt. Professor, ACH                                         | Member   |                                             |
| 4 | Dr. V. J. Zinzala  | Prof., NMCA                                                   | Member   |                                             |

**(14) Finance Committee:**

| 1 | Shri Chirag Naik    | Comptroller                              | Convener | Responsibility                                                         |
|---|---------------------|------------------------------------------|----------|------------------------------------------------------------------------|
| 2 | Dr. Pushparaj Singh | Administrative-cum-Account Officer, NMCA | Member   | To keep the proper accounts and submit the bill within time limit etc. |
| 3 | Smt. V.A. Patel     | O. S. (Cash Branch)                      | Member   |                                                                        |
| 4 | Shri K.S. Patel     | Sr. Clerk (Registrar Branch)             | Member   |                                                                        |
| 5 | Shri K.A. Patel     | Sr. Clerk (Registrar Branch)             | Member   |                                                                        |
| 6 | Shri Yogesh Patel   | Sr. Clerk, NMCA                          | Member   |                                                                        |
| 7 | Shri. Mitesh Patel  | Sr. Clerk, NMCA                          | Member   |                                                                        |

**(15) Printing of Certificates Committee:**

| 1 | Dr. H.M. Virdia      | Registrar, NAU              | Convener | Responsibility                                       |
|---|----------------------|-----------------------------|----------|------------------------------------------------------|
| 2 | Shri A.M. Patel      | Asstt. Registrar (Academic) | Member   | Printing of Diploma certificates & Diploma Register. |
| 3 | Shri Mayur Bharthera | Computer Programmer         | Member   |                                                      |
| 4 | Shri. A.S. Vyas      | Sr. Clerk (Academic Branch) | Member   |                                                      |
| 5 | Shri T.M. Malek      | Sr. Clerk (Academic Branch) | Member   |                                                      |
| 6 | Ku. Nita K. Nayka    | Jr. Clerk (Academic Branch) | Member   |                                                      |
| 7 | Shri Vipul Patel     | Jr. Clerk (Academic Branch) | Member   |                                                      |

**(16) Accommodation Committee:**

| 1 | Dr. Vipul Shinde       | Executive Engineer             | Convener | Responsibility |
|---|------------------------|--------------------------------|----------|----------------|
| 2 | Dr. C. U. Shinde       | Assoc. Professor, NMCA         | Member   | Accommodation  |
| 3 | Dr. P. R. Patel        | Rector, ACH                    | Member   |                |
| 4 | Dr. Kalpesh Patel      | Asstt. Rector, NMCA            | Member   |                |
| 5 | Dr. Sandip M. Patel    | Rector, CoF                    | Member   |                |
| 6 | Dr. Nayan Thesiya      | Assoc. Prof., NMCA             | Member   |                |
| 7 | Dr. Jwalantbhai Zala   | Asstt. Professor, SSK, Navsari | Member   |                |
| 8 | Shri Sanjaybhai Rabari | Sr. Clerk (Executive Engineer) | Member   |                |
| 9 | Shri. Mayur D. Gohil   | Agri. Assistant, NMCA          | Member   |                |

**(17) Webcast / Committee:**

| 1 | Shri Bhavesh Chaudhary | Assist. Professor (AABMI) | Convener | Responsibility                                               |
|---|------------------------|---------------------------|----------|--------------------------------------------------------------|
| 2 | Shri Chetanbhai Lad    | Programmer                | Member   | Webcast and digital screen display, Videography of Ceremony. |
| 3 | Shri Mayur Bharthera   | Programmer                | Member   |                                                              |
| 4 | Shri Manan Bhatt       | Programmer                | Member   |                                                              |
| 5 | Dr. Samarth Patel      | Asstt. Professor, NMCA    |          |                                                              |
|   |                        |                           |          |                                                              |

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

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.

No. NAU/REG/EXAM/Poly. Ceremony/

Date : /09/2026

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**REGISTRAR**

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

- (1) PS to Hon'ble Vice Chancellor, NAU, Navsari.
- (2) PS to Registrar, NAU, Navsari.
- (3) All Concerned Officers/Convener/Members.