



NAVSARI AGRICULTURAL UNIVERSITY  
ERU CHAR RASTA, NAVSARI-396 450

No. NAU/RES/T-5/Agresco/897-905/2014

Date : 27 -01- 2014

CIRCULAR

To,

1. **Dr. A.B. Fulsounder**, Research Scientist, Livestock Research Station, NAU, Navsari
2. **Dr. J.N. Mistry**, Professor (Surgery), College of Veterinary Science & Animal Husbandry, NAU, Navsari
3. **Dr. H.R. Pandya**, Professor & Head, Dept. of Agril. Statistics, N.M. College of Agriculture, NAU, Navsari
4. **Dr. V. Kumar**, Research Scientist (Cotton), Main Cotton Research Station, NAU, Surat
5. **Er. S.P. Shukla**, Professor & Head, Dept. of Agril. Engineering, N.M. College of Agriculture, NAU, Navsari
6. **Dr. V.A. Solanki**, Professor & Head, Dept. of Plant Pathology, N.M. College of Agriculture, NAU, Navsari
7. **Dr. D.U. Patel**, Research Scientist (Sugarcane), Main Sugarcane Research Station, NAU, Navsari
8. **Dr. B.V. Padhiar**, Research Scientist (Horticulture), Regional Horticultural Research Station, NAU, Navsari
9. **Dr. J.D. Thanki**, Professor & Head, Dept. of Agronomy, N.M. College of Agriculture, NAU, Navsari

**Sub. :** Regarding AGRESCO meetings


Schedule of Agresco sub-committee meetings of different disciplines as well as Joint Agresco meeting of all sub-committees of NAU for the year 2014 has been finalized and circulated vide this office letter No. NAU/RES/T-5/Agresco/630-82/2013 dated 24-1-2014.

You are requested to take following actions :

- 1) List of sub-committee members should be revised and got approved from the undersigned.
- 2) Circular of the meeting should be issued in timely.
- 3) Action taken report on the items (on which actions are required) of the proceedings of previous meeting be prepared, circulated and presented in the meeting.
- 4) Members of the sub-committee be directed to prepare their report (A4 size papers) as per the prescribed format and circulate the same to all the members with **two hard copies and a soft copy to the undersigned** at least a week in advance. No member should be permitted to circulate the report during the meeting.
- 5) Members should present their report through vivid power point presentation.



- 6) No member should be allowed to remain absent in the meeting without prior permission of the undersigned.
- 7) Respective convener must prepare the proceedings immediately after the meeting and submit the same in 10 copies to the undersigned. It should also be circulated to all the participants of Joint Agresco meeting as well as to all the sub-committee members.
- 8) Sub-committee meeting related all the arrangements like meeting hall, refreshment, LCD presentation, lodging & boarding of the members, etc. should be made by respective convener through his office staff.



**DIRECTOR OF RESEARCH &  
DEAN FACULTY OF PG  
STUDIES**