

NAVSARI AGRICULTURAL UNIVERSITY

Navsari – 396 450, Gujarat

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

Sub.: 10th Annual Convocation of Navsari Agricultural University, Navsari to be held on 15rd January 2015

Mission: To organize successfully the 10th Annual Convocation of the Navsari Agricultural University.

As per the directive from Hon'ble Vice-Chancellor for successful organization of 10th Annual Convocation of Navsari Agricultural University being held on **15rd January 2015** 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 10th convocation are to be carried out in stipulated time-frame for which following committees are constituted.

1. Central Organizing Committee:

1	Dr. A.R. Pathak	Vice Chancellor	Convener	Responsibility
2	Dr. A.N. Sabalpara	Director of Research	Member	Planning Co-ordination and monitoring of all the activities related to the Convocation.
3	Dr. G.R. Patel	Director of Extn. Education	Member	
4	Dr. M.K. Arvadia	Principal/Dean, NMCA	Member	
5	Dr. N.L. Patel	Principal/ Dean, ACHF	Member	
6	Dr. N.H. Kelawala	Principal/Dean, Vety. College	Member	
7	Dr. J.D. Thanki	Dean, AABMI	Member	
8	Dr. G.G. Radadia	Registrar	Member	
9	Shri D.T.Chaudhary	Account Officer-cum-comptroller	Member	
10	Shri H.T. Bhalsod	Executive Engineer	Member	
11	Dr. H.R. Pandya	Dsw/Chief Rector	Member	

2. Invitation Card Printing and Issue Committee:

1	Dr. G.R.Patel	Director of Extension Education	Convener	Responsibility
2	Dr. V.M. Thummer	Planning Officer	Member	Preparation of list of invitees and dispatch to VIPs, Invitees, Chief Guest and Guest of honor etc.
3	Dr. C.K. Timbadia	Training Organizer, KVK, Navsari	Member	
4	Shri Sangam Thakor	PS to DEE	Member	

3. Reception of Guest Committee:

1	Dr. A.N.Sabalpara	Director of Research	Convener	Responsibility
2	Dr. N.H. Kelawala	Principal/Dean, Vety. College	Member	Receive VIPs at Guest House/ Auditorium and Make arrangement for accommodation refreshment, lunch,transport arrangement for VIPs.

4. Procession Organizing Committee:

1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility
2	Shri M.P. Joshi	Asstt. Registrar (Adm)	Member	Make arrangement for procession at Auditorium.
3	Shri A.S. Vyas	Jr. Clerk (Academic Branch)	Member	
4	Shri V.S. Soni	Sr. Clerk (Academic Branch)	Member	
5	Shri T.M Malek	Jr.Clerk (Academic Branch)	Member	
6	Dr. Sonal Tripathi	Asstt. Professor, NMCA	Member	
7	Smt. Swati Sharma	Asstt. Professor, AABMI	Member	

5. Distribution of Degree Certificate and Dupatta Committee:

1	Shri K.M.Panchal	Office Supdt. (Academic Branch)	Convener	Responsibility
2	Shri V.B. Ahir	Sr. Clerk (Exam Branch)	Member	Purchase of shawl, dupatta and related materials and Distribution of dupatta and degree certificate to the candidates
3	Smt. K.A. Patel	Sr. Clerk (Exam Branch)	Member	
4	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	
5	Shri K.M. Parmar	Jr. Clerk (Exam Branch)	Member	
6	Smt. K.B. Patel	Sr. Clerk (Exam Branch)	Member	
7	Shri. N.D.Nisarta	Jr. Clerk (Exam Branch)	Member	
8	Shri B.M. Mali	Jr. Clerk (Exam Branch)	Member	
9	Kum. Nilam Patel	Jr. Clerk, ACHF	Member	
10	Shri S.Z. Patel	Sr.Clerk, NMCA	Member	
11	Shri D.R.Rana	Jr. Clerk Vety. College	Member	

6. Auditorium Arrangement Committee:

1	Dr. N.L. Patel	Principal/ Dean, ACHF	Convener	Responsibility
2	Dr. R.D. Pandya	Professor of Ext. Edu.	Member	Seating arrangement for Invitees VIP/ Media/ Staff/ Candidates Arrangement for Audio System and Police-Band.
3	Dr. V.B. Kharadi	Professor, Vety. College	Member	
4	Dr. T.R. Ahlawat	Asso. Professor, ACHF	Member	
5	Shri G.V. Savani	Asstt.Professor of English, ACHF	Member	
6	Prof. A.A. Kazi	Professor, ACHF	Member	

7. Decoration Committee:

1	Dr. B.R. Parmar	Professor, ACHF	Convener	Responsibility
2	Dr. Shivlal Chavala	Assoc. Professor, ACHF	Member	(1) Decoration of Auditorium and dias, Back drop banner & Welcome banner at gates. (2) Arrangement of Lighting of Lamp, Sarshwati Murty. (3) Decoration of Procession path and Aditorium. (4) Arrangement for Prayer, Invocation song.
3	Dr. Alka Singh	Asso. Professor, ACHF	Member	

8. Announcement / Master of Ceremony Committee:

1	Dr. Ruchira Shukla	Assoc. Professor, AABMI	Convener	Responsibility
2	Dr. Alka Singh	Asso. Professor, ACHF	Member	Announcement of the programme and ceremony in the Auditorium.
3	Dr. Mehul Thakkr	Asstt. Professor, AABMI	Member	

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9. Press / Media Committee:

				Responsibility
1	Dr. N.H. Kelawala	Principal/Dean, Vety. College	Convener	(1) Invitation to Press / Media Personally and Transprt Arrangement for them. (2) Arrangement for files/ folders/information related to convocation and arrangement for interview for Gold medalists. (3) Arrangement for Photography and Videography to the event (4) Preparing e Press note of pre and post Convocation and send to press for wide publicity.
2	Dr. C.K.Timbadia	Programme Co-ordinator, KVK, Navsari	Member	
3	Dr. G. B. Kalaria	Training Associate, T & V Scheme	Member	
4	Dr. R. M. Naik	Asstt. Professor, DEE	Member	

10. Medal Distribution Committee:

				Responsibility
1	Dr. H.R. Pandya	DSW	Convener	(1) Scrutiny of the candidates for award of Medals and prices. (2) Preparation of medals as per the procedure and distribution at the time of convocation.
2	Shri A.M. Patel	Asstt. Registrar (Academic)	Member	
3	Shri V. G. Patel	Jr. Clerk, Office of the DSW	Member	
4	Shri K.M. Panchal	Office Supdt. (Academic Branch)	Member	

11. Printing & Distribution Committee:

				Responsibility
1	Dr. A.N. Sabalpara	Director of Research	Convener	(1) Printing of Booklets of programme and procedure (2) Convocation address and speeches of dignitaries.
2	Dr. Lalit Mahatma	Asso. Professor, NMCA	Member	
3	Shri G.V. Savani	Asstt. Professor, ACHF	Member	

12. Food Committee:

				Responsibility
1	Dr. J.D. Thanki	Dean, AABMI	Convener	(1) Prepare menu, arrange for lunch, high tea for VIP, candidates and invited guests, press, staff and students. (2) Food arrangement for drivers of VIPs, helicopter Pilot and security members.
2	Dr. G.G. Patel	Professor, NMCA	Member	
3	Shri. Jaimin Naik	Asstt. Professor, NMCA	Member	
4	Dr. R.M. Naik	Asstt. Professor, DEE	Member	
5	Dr. P.V. Mehta	Asstt/ Professor, DEE	Member	

13. Accommodation Committee:

1	Shri H.T. Bhalsod	Executive Engineer	Convener	Responsibility
2	Dr. C.K. Timbadia	Programme Co-Ordinator, KVK, Navsari	Member	To make the arrangement for lodging and for rest to parents of medal recipients students. To make the arrangement duty pass thru collector
3	Shri V.P. Vejpara	Asstt. Professor, SSK	Member	
4	Shri M.V. Gadhvi	Dy. Engineer	Member	
5	Dr. H.V. Pandya	Asso. Professor, ACHF	Member	
6	Dr. A.A. Wagh	Asstt. Professor, Vety.College	Member	

14. Application Scrutiny Committee:

1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility
2	Shri K.M. Panchal	Office Supdt. (Academic Branch)	Member	(1) To Scrutinize the application and and finalise the list of candidates for the award of degrees (2) Prepare data base of candidates (3) Prepare register of the graduates for presentation to the Hon'ble Chancellor.
3	Shri V.B. Ahir	Sr. Clerk (Exam Branch)	Member	
4	Smt. K.A. Patel	Sr. Clerk (Exam Branch)	Member	
5	Smt. K.B. Patel	Sr. Clerk (Exam Branch)	Member	
6	Shri K.M. Parmar	Jr. Clerk (Exam Branch)	Member	
7	Shri. N.D.Nisarta	Jr. Clerk (Exam Branch)	Member	
8	Ku. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	

15. Liaison with Raj Bhavan Collector and Chief Guest:

1	Dr. G.G. Radadia	Registrar	Convener	Responsibility
2	Shri S.P. Chhaya	PRO	Member	To Keep close coordination with Raj Bhavan, Collectorate, DSP and other dignitaries.

16. Traffic / Vehicle Parking Committee:

1	Shri. H.T. Bhalsod	Executive Engineer	Convener	Responsibility
2	Shri S.S. Chauhan	Security Officer	Member	To make the arrangement for Vehicles for VIPs and parking of Vehicle as per requirement.

17. Campus beautification Committee:

1	Dr. B.R.Parmar	Professor, NMCA	Convener	Responsibility
2	Dr. Hardik Shah	Asstt. Professor, ACHF	Member	Beautification of Campus, pruning of trees, colour of building facing roads, repairs of road, erecting flags from guest house to Auditorium
3	Shri N.M. Patel	Farm Manager	Member	
4	Shri A.S. Sindhi	Dy. Engineer	Member	
5	Shri M.A. Patel	Asstt. Professor, ACHF	Member	

18. Student Volunteers Committee:

1	Dr. H.R. Pandya	DSW/Chief Rector	Convener	Responsibility
2	Shri G.V. Savani	Asstt. Professor, ACHF	Member	(1) Arrangement of volunteers as and when require in auditorium on the stage for lightening lamp bouquet, presentation of Gold Medal etc.
3	Dr. D.R. Bhanderi	Assoc. Professor, ACHF	Member	
4	Dr. K.D. Tandel	Asstt. Librarian	Member	

19. General Administration Committee:

1	Dr. G.G. Radadia	Registrar	Convener	Responsibility
2	Shri. M.P. Joshi	Asstt. Registrar (Adm)	Member	Abstract bills, arrangement for grants, paying of T.A.bills.
3	Shri. L.C. Modi	Assitt.Professor	Member	
4	Shri J.N. Vyas	Jr. Clerk	Member	

20. Finance Committee:

1	Shri D.T.Chaudhary	Account Officer-cum-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.


21. Printing of Degree Certificates:

1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Responsibility
2	Shri V.B. Ahir	Sr. Clerk (Exam Branch)	Member	Printing of degree certificates take signature of Hon'ble Vice Chancellor.
3	Smt. K.A. Patel	Sr. Clerk (Exam Branch)	Member	
4	Shri K.M. Parmar	Jr. Clerk (Exam Branch)	Member	
5	Shri. N.D.Nisarta	Jr. Clerk (Exam Branch)	Member	

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

1	Dr. G.G. Radadia	Registrar	Convener	Responsibility
2	Dr. A.M. Patel	Asstt. Registrar (Academic)	Member	Printing of degree register and take signature of Hon'ble Vice Chancellor & Hon'ble Chancellor.
3	Shri V.B. Ahir	Sr. Clerk (Exam Branch)	Member	
4	Smt. K.A. Patel	Sr. Clerk (Exam Branch)	Member	
5	Shri K.M. Parmar	Jr. Clerk (Exam Branch)	Member	
6	Shri. N.D.Nisarta	Jr. Clerk (Exam Branch)	Member	

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


REGISTRAR

No. NAU/REG/EXAM/Convo.10/ 8769-8919 /2014,
Date: 25/11/2014

Copy F.W.Cs.to:

1. PS to 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.