

NAVSARI AGRICULTURAL UNIVERSITY

Navsari – 396 450, Gujarat

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

Sub.: 11th Annual Convocation of Navsari Agricultural University, Navsari to be held on 15rd January 2016

Mission: To organize successfully the 11th Annual Convocation of the Navsari Agricultural University.

As per the directive from Hon'ble Vice-Chancellor for successful organization of 11th Annual Convocation of Navsari Agricultural University being held on **15rd January 2016** 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 11th convocation are to be carried out in stipulated time-frame for which following committees are constituted.

1. Central Organizing Committee:

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

2. Invitation Card Printing and Issuing Committee:

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

3. Committee for Reception of VIP Guest :

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

4. Procession Organizing Committee:

				Responsibility
1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Make arrangement for procession at Auditorium.
2	Shri M.P. Joshi	Asstt. Registrar (Adm)	Member	
3	Shri Kuldeep Choudhary	Asstt. Professor, (Registrar Office)	Member	
4	Shri B.M.Mali	Sr. Clerk (Academic Branch)	Member	
5	Shri A.S. Vyas	Jr. Clerk (Academic Branch)	Member	
6	Shri T.M Malek	Jr.Clerk (Academic Branch)	Member	
7	Dr. Sonal Tripathi	Asstt. Professor, NMCA	Member	
8	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 R.C.Vadia	Head Clerk (Exam Branch)	Member	Purchase of shawl, dupatta and related materials and Distribution of dupatta and degree certificate to the candidates
3	Shri V.B. Ahir	Sr. Clerk (Exam Branch)	Member	
4	Smt. K.A. Patel	Sr. Clerk (Exam Branch)	Member	
5	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	
6	Shri K.M. Parmar	Jr. Clerk (Exam Branch)	Member	
7	Smt. K.B. Patel	Sr. Clerk (Exam Branch)	Member	
8	Shri. B.M. Patel	Sr. Clerk (Exam Branch)	Member	
9	Shri B.M. Mali	Sr. Clerk (Exam Branch)	Member	
10	Shri K.M. Patel	Sr. Clerk (Exam Branch)	Member	
11	Shri B.G. Patel	Sr. Clerk (Exam Branch)	Member	
12	Shri S.Z. Patel	Sr.Clerk, NMCA	Member	
13	Kum. Nilam Patel	Jr. Clerk, ACHF	Member	
14	Smt Dimpiben	Jr. Clerk, Vety. College	Member	
15	Shri J.R. Tailor	Jr. Clerk, ABM. College	Member	

6. Auditorium Arrangement Committee:

1	Dr. B.N. 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	Asstt. Professor, ACHF	Member	

7. Decoration Committee:

1	Dr. B.R. Parmar	Professor, ACHF	Convener	Responsibility
2	Dr. Shivilal 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	Assoc. Professor, ACHF	Member	Announcement of the programme and ceremony in the Auditorium.
3	Dr. Mehul Thakkar	Assoc. Professor, AABMI	Member	

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. Kumbhani	Asso. Professor, DEE	Member	

10. Medal Distribution Committee:

				Responsibility
1	Dr. V.A. Solanki	DSW	Convener	(1) Scrutiny of the candidates for award of Medals cash and last 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 Kuldeep Choudhary	Asstt. Professor, (Registrar Office)	Member	
4	Shri K.M. Panchal	Office Supdt. (Academic Branch)	Member	
5	Shri V. G. Patel	Jr. Clerk, Office of the DSW	Member	

11. Convocation Speeches 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. G.R. Patel	DEE	Member	
3	Dr.S.R. Cheudhary	Assoc. Director of Research	Member	
4	Dr. O.P. Sharma	Professor (Veterinary College)	Member	
5	Dr. Lalit Mahatma	Asso. Professor, NMCA	Member	

12. (1) Food Committee:

				Responsibility
1	Dr. H.R.Pandya	Dean, AABMI	Convener	(1) Prepare menu, arrange for lunch, high tea for candidates and invited guests, press, staff and students and University Staff.
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	

12. (2) Food Committee: (Guest House)

				Responsibility
1	Shri H. T. Bhalsod	Executive Engineer	Convener	(1) Food arrangement for VIP and helicopter Pilot and security members, Press Staff
2	Shri A. S. Sindhi	Dy. Engineer	Member	
3	Shri M.P. Joshi	Asstt. Registrar (Adm.)	Member	
4	Shri D.T. Cheudhari	Comptroller	Member	
5	Shri R.D. Prajapati	Overseer	Member	

13. Accommodation Committee:

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

14. Application Scrutiny Committee:

				Responsibility
1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	(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.
2	Shri Kuldeep Choudhary	Asstt. Professor, (Registrar Office)	Member	
3	Shri K.M. Panchal	Office Supdt. (Academic Branch)	Member	
4	Shri R.C.Vadia	Head Clerk (Exam Branch)	Member	
5	Shri V.B. Ahir	Sr. Clerk (Exam Branch)	Member	
6	Smt. K.A. Patel	Sr. Clerk (Exam Branch)	Member	
7	Smt. K.B. Patel	Sr. Clerk (Exam Branch)	Member	
8	Shri K.M. Parmar	Jr. Clerk (Exam Branch)	Member	
9	Ku. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	

15. Liaison with Raj Bhavan Collector and Chief Guest:

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

16. Traffic / Vehicle Parking Committee:

				Responsibility
1	M.V. Gadhavi	Dy. Engineer	Convener	To make the arrangement for Vehicles for VIPs and parking of Vehicle as per requirement.
2	Shri S.S. Chauhan	Security Officer	Member	

17. Campus beautification Committee:

				Responsibility
1	Dr. B.R.Parmar	Professor, NMCA	Convener	Beautification of Campus, pruning of trees, colour of building facing roads, repairs of road, erecting flags from guest house to Auditorium
2	Dr. Hardik Shah	Asstt. Professor, ACHF	Member	
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:

				Responsibility
1	Dr. V.A. Solanki	DSW	Convener	Arrangement of volunteers as and when require in auditorium on the stage for lightening lamp bouquet, presentation of Gold Medal etc.
2	Dr. H.M. Virdia	Asso. Prot. Agronomy, (Rectar)N,M,C,A.	Member	
3	Dr. R.P. Gunaga	Rectar, ACHF	Member	
4	Dr. Rahal G. Thakkar	Asso.Prot. (Rectar) AABM	Member	
5	Dr. R.M. Patel	Medicine(Rectar) Vet. College	Member	

19. General Administration Committee:

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

20. Finance Committee:

				Responsibility
1	Shri D.T. Chaudhary	Account Officer-cum-Comptroller	Convener	To keep the proper accounts and submit the bill within time limit etc.
2	Smt. R.R. Patel	Sr. Clerk (Cash Branch)	Member	


21. Printing of Degree Certificates:

				Responsibility
1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Printing of degree certificates take signature of Hon'ble Vice Chancellor.
2	Shri Kuldeep Cheudhary	Asstt. Professor, (Registrar Office)	Member	
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	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	

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

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



/c. REGISTRAR

No. NAU/REG/EXAM/Convo.11/ 6518-67 /2015,
Date: 24 /11/2015

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.