



# NAVSARI AGRICULTURAL UNIVERSITY

ERU CHAR RASTA, NAVSARI-396 450

No. NAU/RES/T-5/ 478-86 /2016

Date : K - 01 - 2016

## CIRCULAR

To,

1. **Dr. J. G. Patel**, Principal, Polytechnic in Agriculture , NAU, Bharuch
2. **Dr. B. G. Solanki**, Research Scientist (Cotton), Main Cotton Research Station, NAU, Surat
3. **Dr. Z. P. Patel**, Principal, College of Agriculture, NAU, Waghai
4. **Dr. B. R. Parmar**, Professor & Head, Dept. of Horticulture, N.M. College of Agriculture NAU, Navsari
5. **Dr. R. M. Patel**, Principal, Gujarat Agricultural Biotechnology Institute, NAU, Surat
6. **Dr. N. M. Shah**, Associate Professor , Dept. of Agricultural Engineering Aspee College of Horti. & Forti., NAU, Navsari
7. **Dr. Narendrasingh**, Associate Professor, Dept. of Agril. Economics Aspee College of Horti. & Forti., NAU, Navsari
8. **Dr. V. B. Kharadi**, Research Scientist, Livestock Research Station, NAU., Navsari
9. **Dr. R. M. Patel**, Professor (Medicine) , College of Veterinary Science & Animal Husbandry NAU, Navsari

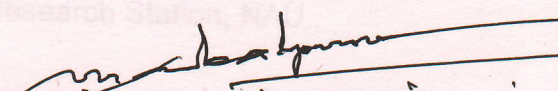
**Sub. :** Regarding AGRESCO meetings

Schedule of Agresco sub-committee meetings of different disciplines as well as Joint Agresco meeting of all sub-committees of NAU for the year 2016 has been finalized and circulated vide this office letter **No. NAU/RES/T-5/Agresco/221-234/2016 dated 04-1-2016**. 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 issue in time.
- 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 ( include the name of Budget Head and project/scheme in which experiments were taken) 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**

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