

# NAVSARI AGRICULTURAL UNIVERSITY

Navsari – 396 450, Gujarat

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

**Sub.: 14<sup>th</sup> Annual Convocation of Navsari Agricultural University, Navsari to be held on 10<sup>th</sup> January 2019**

**Mission:** To organize successfully the 14<sup>th</sup> Annual Convocation of the Navsari Agricultural University.

As per the directive from Hon'ble Vice-Chancellor for successful organization of 14<sup>th</sup> Annual Convocation of Navsari Agricultural University being held on **10<sup>th</sup> January 2019** 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 14<sup>th</sup> convocation are to be carried out in stipulated time-frame for which following committees are constituted.

## 1. Central Organizing Committee:

				<b>Responsibility</b>
1	Dr. C.J. Dangaria	Vice Chancellor	Convener	Planning Co-ordination and monitoring of all the activities related to the Convocation.
2	Dr. S.R. Chaudhari	Director of Research	Member	
3	Dr. V.A. Solanki	Registrar	Member	
4	Dr. G.R. Patel	Director of Extn. Education	Member	
5	Dr. Z.P.Patel	Principal/Dean, Agri.College,Waghi	Member	
6	Dr.M. K. Arvadia	Principal Agri.N.M.C.A. Navsari	Member	
7	Dr. B.N. Patel	Principal/ Dean, ACHF	Member	
8	Dr. V.B.Kharadi	Principal/Dean, Vety. College	Member	
9	Dr. H.R. Pandya	Dean, AABMI	Member	
10	Shri D.T.Chaudhari	Comptroller	Member	
11	Shri H.T. Bhalsod	Executive Engineer	Member	
12	Dr. C.V. Savaliya	DSW	Member	

## 2. Invitation Card Printing and Issuing Committee:

				<b>Responsibility</b>
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 honour etc.
2	Dr. V.M. Thummer	Planning Officer	Member	
3	Dr. C.K. Timbadia	Training Organizer, KVK, Navsari	Member	
4	Shri A.M.Patel	Asstt.Registrar (Academic)	Member	
5	Dr. Bhavesh B. Patel	Asstt. Extension Educationist	Member	
6	Prof. S. R. Kumbhani	Asstt. Extension Educationist	Member	
7	Smt. Amiben K. Kevat	Jr.Clerk	Member	
8	Smt. M. A. Maisuriya	Sr. Clerk (Academic Branch)	Member	

## 3. Committee for Reception of VIP Guest :

				<b>Responsibility</b>
1	Dr. S.R. Chaudhari	Director of Research	Convener	Receive VIPs at Guest House/ Dikshant mandap and Make arrangement for accommodation refreshment, lunch,transport arrangement for VVIPs &VIPs.
2	Dr. V.B.Kharadi	Principal/Dean, Vety. College	Member	
3	Dr. K.A. Patel	Asstt. Director Research	Member	

## 4. Procession Organizing Committee:

				<b>Responsibility</b>
1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	Make arrangement for procession at Dikshant Mandap
2	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm)	Member	
3	Shri B.M.Mali	Sr. Clerk (Academic Branch)	Member	
4	Shri A.S. Vyas	Sr. Clerk (Academic Branch)	Member	
5	Shri T.M Malek	Jr.Clerk (Academic Branch)	Member	



6	Shri. R.B. Mahyavanshi	Jr.Clerk (Academic Branch)	Member
7	Dr. Sonal Tripathi	Asso. Professor, NMCA	Member
8	Dr.Smt. Swati Sharma	Asstt. Professor, AABMI	Member
9	Dr.Kum. Snehal M. Patel	Asstt. Professor, ACHF	Member
10	Dr.Niketa Patel	Asstt. Professor, ACHF	Member
11	Dr.Mamta Janmeda	Asstt. Professor, Vet.	Member
12	Dr.Priti R. Faldu	Asstt. Professor, NMCA	Member
13	Shri. B.M. Patel	Sr. Clerk	Member

**5. Distribution of Degree Certificate and Dupatta Committee:**

1	Shri R.C.Vadia	I/C Office Supriendent (Exam Branch)	Convener	<b>Responsibility</b>
2	Smt. K.A. Patel	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	Shri. B.M. Patel	Sr. Clerk (Exam Branch)	Member	
5	Shri K.M. Patel	Sr. Clerk (Exam Branch)	Member	
6	Shri B.G. Patel	Sr. Clerk (Exam Branch)	Member	
7	Shri K.M. Parmar	Sr. Clerk (Exam Branch)	Member	
8	Smt.Mayuri A. Maisuriya	Sr. Clerk, (Exam Branch)	Member	
9	Kum. N.K. Nayaka	Jr. Clerk (Exam Branch)	Member	
10	Smt.Vanita K. Maheta	Sr.Clerk, NMCA	Member	
11	Kum. Nilam Patel	Sr. Clerk, ACHF	Member	
12	Shri. N. M Patel	Sr. Clerk, ACHF	Member	
13	Smt Dimpiben	Jr. Clerk, Vety. College	Member	
14	Smt Neela C. Patel	Jr. Clerk, NMCA College	Member	

**6. Dikshant Mandap Prepration Committee:**

1	Shri H.T. Bhalsod	Executive Engineer	Convener	<b>Responsibility</b>
2	Shri M.V. Gadhavi	Dy. Engineer	Member	Preparation of Dikshant Mandap.
3	Dr. Kailash Tandel	Librarian	Member	

**7. Dikshant Mandap Sitting Arrangement Committee:**

1	Dr. C.V. Savaliya	DSW,	Convener	<b>Responsibility</b>
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. J.B. Solanki	Professor, Vety. College	Member	
4	Dr. T.R. Ahlawat	Asstt. Director Research	Member	
5	Shri G.V. Savani	Asstt.Professor of English, ACHF	Member	
6	Dr. A.A. Kazi	Asstt. Professor, ACHF	Member	

**8. Decoration Committee:**

1	Dr. B.R. Parmar	Professor, ACHF	Convener	<b>Responsibility</b>
2	Dr. C.S.Mali	Asso.Res.Scientist,Sugarcan	Member	(1) Decoration of dias, Back drop banner & Welcome banner at gates.
3	Dr. Alka Singh	Asso. Professor, ACHF	Member	
4	Dr. Vinay Parmar	Asso. Professor,NMCA	Member	



5	Dr. Shivam Bhatt	Asstt. Professor, ACHF	Member	(2) Arrangement of Lighting of Lamp, Sarshwati Murty. (3) Decoration of Procession path. (4) Arrangement for Prayer, Invocation song.
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**9. Announcement / Master of Ceremony Committee:**

1	Dr. Ruchira Shukla	Assoc. Professor, AABMI	Convener	<b>Responsibility</b>
2	Dr. Alka Singh	Assoc. Professor, ACHF	Member	Announcement of the programme and ceremony.
3	Dr. Mehul Thakkar	Assoc. Professor, AABMI	Member	

**10. Press / Media Committee:**

1	Dr. C.K.Timbadia	Programme Co-ordinator, KVK, Navsari	Convener	<b>Responsibility</b>
2	Dr. G. B. Kalaria	Training Associate, T & V Scheme	Member	(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) Preparing e Press note of pre and post Convocation and send to press for wide publicity. (4) To get the duty pass from the Police Department.
3	Prof. S.R. Kumbhani	Asstt. Ext. Edu., DEE	Member	

**11. Medal Distribution Committee:**

1	Dr. C.V. Savaliya	DSW	Convener	<b>Responsibility</b>
2	Shri A.M. Patel	Asstt.Registrar (Academic)	Member	(1) Scrutiny of the candidates for award of Medals/cash and Cheque prices. (2) Preparation of medals as per the procedure and distribution at the time of convocation.
3	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm)	Member	
4	Shri K.M. Panchal	Office Supdt. (Academic Branch)	Member	
5	Shri V. G. Patel	Sr. Clerk, Office of the DSW	Member	

**12. Convocation Speeches Printing & Distribution Committee:**

1	Dr. S.R. Chaudhari	Director of Research	Convener	<b>Responsibility</b>
2	Dr. G.R. Patel	DEE	Member	(1) Printing of Booklets of programme and procedure. (2) Convocation address and speeches of dignitaries.
3	Dr.T.R. Ahlawat	Assoc. Director of Research	Member	
4	Dr. O.P. Sharma	Professor, NMCA	Member	
5	Dr. Lalit Mahatma	Asso. Professor, NMCA	Member	
6	Dr.Abhishek Shukla	Assoc. Professor, NMCA	Member	

**13. Photography and Videography Committee :**

1	Dr.H.R.Pandya	Dean, AABMI	Convener	<b>Responsibility</b>
2	Dr.A.K.Leuva	Assco.Prof.AABMI	Member	(1) Arrangement for Photography and videography to the event.
3	Dr.Ruchira Shukla	Assco.Prof.AABMI	Member	



**14. (1) Food Committee:**

				<b>Responsibility</b>
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	Shri. Jaimin Naik	Asstt. Professor, NMCA	Member	
3	Dr. R.M. Naik	Assoc.Professor, Dept.of Ext.	Member	
4	Prof. R.T.Khatri	Asstt. Professor, Dept.of Eco.	Member	
5	Dr. M.D. Khunt	Asstt. Professor, NMCA	Member	
6	Dr. J.R. Pandya	Asstt. Professor, NMCA	Member	

**14. (2) Food Committee: (Guest House)**

				<b>Responsibility</b>
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 D.T. Chaudhari	Comptroller	Member	
4	Shri C.N. Patel	Head Clerk	Member	

**15. Accommodation Committee:**

				<b>Responsibility</b>
1	Shri H.T. Bhalsod	Executive Engineer	Convener	To make the arrangement for lodging and boarding of parents of medal recipients students. To make the arrangement duty pass through collector
2	Dr. C.K. Timbadia	Programme Co-Ordinator, KVK, Navsari	Member	
3	Shri V.P. Vejpara	Asstt. Professor, SSK	Member	
4	Shri C.N. Patel	Head Clerk	Member	
5	Dr. H.V. Pandya	Asso. Professor, ACHF	Member	
6	Dr. D.R. Patel	Asstt. Professor (Micro), Vety.College	Member	
7	Shri Sandip Patel	Jr. Clerk, office of the Executive Engineer	Member	

**16. Application Scrutiny Committee:**

				<b>Responsibility</b>
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 K.M. Panchal	Ex.Office Supdt. (Academic Branch)	Member	
3	Shri R.C.Vadia	Head Clerk (Exam Branch)	Member	
4	Shri V.B. Ahir	Ex.Sr.Clerk (Exam Branch)	Member	
5	Smt. K.A. Patel	Head Clerk (Exam Branch)	Member	
6	Shri. R.B. Mahyavanshi	Jr. Clerk (Exam Branch)	Member	
7	Shri B.G. Patel	Sr. Clerk (Exam Branch)	Member	
8	Shri K.M. Patel	Sr. Clerk (Exam Branch)	Member	

**17. Liaison with Raj Bhavan Collector and Chief Guest:**

				<b>Responsibility</b>
1	Dr. V.A. Solanki	Registrar	Convener	To Keep close coordination with Raj Bhavan, Collectorate, DSP and other dignitaries.
2	Shri S.P. Chhaya	PRO	Member	
3	Prof.L.C.Modi	PS. to Vc. Asstt. Prof.	Member	

**18. Traffic / Vehicle Parking Committee:**

				<b>Responsibility</b>
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	



**19. Campus beautification Committee:**

1	Dr. B.R.Parmar	Professor, ACHF	Convener	<b>Responsibility</b>
2	Dr.V.K.Parmar	Assco.Professor N.M.C.A.	Member	Beautification and Cleanliness of Campus, pruning of trees, colour of building facing roads, repairs of road, erecting flags from guest house to Diksant Mandap.
2	Dr. Hardik Shah	Asstt. Professor, ACHF	Member	
3	Dr. S.L. Chawla	Asstt. Professor, ACHF	Member	
4	Shri A.S. Sindhi	Dy. Engineer	Member	
5	Shri M.A. Patel	Asstt. Professor, ACHF	Member	

**20. Student Volunteers Committee:**

1	Dr. C.V. Savaliya	DSW	Convener	<b>Responsibility</b>
2	Dr. J.J Makadiya	I/C Prof & Head Economic (Rector) N,M,C,A.	Member	Arrangement of volunteers as and when require in auditorium on the stage for lightening lamp bouquet, presentation of Gold Medal etc.
3	Dr. R.P. Gunaga	Rector, ACHF	Member	
4	Dr. Gautam Parmar	Asstt. Prof. AABM	Member	
5	Dr. J.B. Solanki	Rector, Vet. College	Member	

**21. General Administration Committee:**

1	Dr. V.A. Solanki	Registrar	Convener	<b>Responsibility</b>
2	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm)	Member	Abstract bills, arrangement for grants, paying of T.A. bills.
3	Shri. L.C. Modi	Asstt.Professor (VC Office)	Member	
4	Shri J.N. Vyas	Jr. Clerk	Member	

**22. Finance Committee:**

1	Shri D.T. Chaudhari	Comptroller	Convener	<b>Responsibility</b>
2	Smt. R.R.Patel	Sr. Clerk (Cash Branch)	Member	To keep the proper accounts and submit the bill within time limit etc.
3	Shri K.S.Patel	Sr.Clerk(Registrar Branch)	Member	
4	Shri J.A. Ahir	Ex.Sr.Clerk(Registrar Branch)	Member	

**23. Printing of Degree Certificates:**

1	Shri A.M. Patel	<b>Asstt. Registrar (Academic)</b>	Convener	<b>Responsibility</b>
2	Shri R.C. Vadia	Head.Clerk (Exam Branch)	Member	Printing of degree certificates take signature of Hon'ble Vice Chancellor.
3	Shri V.B. Ahir	Ex.Sr.Clerk (Exam Branch)	Member	
4	Smt. K.A. Patel	Head Clerk (Exam Branch)	Member	
5	Shri K.M. Parmar	Sr. Clerk (Exam Branch)	Member	
6	Kum. N.K.Nayaka	Jr. Clerk (Exam Branch)	Member	

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

1	Dr. V.A. Solanki	Registrar	Convener	<b>Responsibility</b>
2	Prof. A.M. Patel	Asstt. Registrar (Academic)	Member	Printing of degree register and take signature of Hon'ble Vice Chancellor & Hon'ble Chancellor.
3	Shri K.M. Panchal	Office Supdt. (Academic Branch)	Member	
4	Shri R.C. Vadia	Head Clerk (Exam Branch)	Member	
5	Smt. K.A. Patel	Head Clerk (Exam Branch)	Member	
6	Shri V.B. Ahir	Sr. Clerk (Exam Branch)	Member	
7.	Shri K.M. Parmar	Sr. Clerk (Exam Branch)	Member	
8.	Shri B.M.Patel	Sr. Clerk (Exam Branch)	Member	



25. **Webcast Committee:**

				<b>Responsibility</b>
1	Dr. Rahul Thakkar	Assoc. Prof. (AABM)	Convener	Webcast and digital screen display of Convocation Programme.
2	Shri Bhavesh Chaudhary	Asstt. Prof. (AABM)	Member	
3	Shri Chirag Naik	Programmer (AABM)	Member	
4	Shri Mayur N.Bharthera	Programmer (Exam)	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.

  
i/c. REGISTRAR

No. NAU/REG/EXAM/Convo.14/ 7357-7407/2018

Date: 3/12/2018

**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.