

# NAVSARI AGRICULTURAL UNIVERSITY

Navsari – 396 450, Gujarat

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

**Sub.: 9<sup>th</sup> Annual Convocation of Navsari Agricultural University, Navsari to be held on 3<sup>rd</sup> January 2014**

**Mission:** To organize successfully the 9<sup>th</sup> Annual Convocation of the Navsari Agricultural University.

As per the directive from Hon'ble Vice-Chancellor for successful organization of 9<sup>th</sup> Annual Convocation of Navsari Agricultural University being held on **3<sup>rd</sup> January 2014** 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 9<sup>th</sup> 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	<b>Responsibility</b>
2	Dr. A.N. Sabalpara	Director of Research	Member	Planning Co-ordination and monitoring of all the activities related to the Convocation.
3	Dr. H.J.Derashri	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. A.M.Bafna	Dean, AABMI	Member	
8	Dr. M.S. Purohit	Registrar	Member	
9	Shri D.P.Chaudhary	Account Officer-cum-comptroller	Member	
10	Shri H.T. Bhalsod	Executive Engineer	Member	
11	Dr. V.C. Raj	Dsw/Chief Rector	Member	

## 2. Invitation Card Printing and Issue Committee:

1	Dr. G.R.Patel	Associate DEE	Convener	<b>Responsibility</b>
2	Shri B.P. Patel	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	<b>Responsibility</b>
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	<b>Responsibility</b>
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. (Exam Branch)	Convener	<b>Responsibility</b>
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. R.N.Prajapati	Jr. Clerk (Exam Branch)	Member	
8	Kum. Nilam Patel	Jr. Clerk, ACHF	Member	
9	Shri S.Z. Patel	Sr.Clerk, NMCA	Member	
10	Shri D.R.Rana	Jr. Clerk Vety. College	Member	

**6. Auditorium Arrangement Committee:**

1	Dr. N.L. Patel	Principal/ Dean, ACHF	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. 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.L. Nihalani	Professor, ACHF	Member	

**7. Decoration Committee:**

1	Dr. B.R. Parmar	Professor, ACHF	Convener	<b>Responsibility</b>
2	Dr. B.V. Padhiar	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	<b>Responsibility</b>
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	

**9. Press / Media Committee:**

1	Dr. N.H. Kelawala	Principal/Dean, Vety. College	Convener	<b>Responsibility</b>
2	Dr. C.K.Timbadia	Programme Co-ordinator, KVK, Navsari	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) 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.
3	Dr. G. B. Kalaria	Training Associate, T & V Scheme	Member	
4	Dr. R. M. Naik	Asstt. Professor, DEE	Member	

**10. Medal Distribution Committee:**

1	Dr. V.C.Raj	DSW	Convener	<b>Responsibility</b>
2	Shri A.M. Patel	Asstt. Registrar (Academic)	Member	(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.
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:**

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

**12. Food Committee:**

1	Dr. A.M. Bafna	Dean, AABMI	Convener	<b>Responsibility</b>
2	Dr. B.N. Kolambe	Professor, ACHF	Member	(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.
3	Dr. V.S. Patel	Associate, Professor, ACHF	Member	
4	Shri Jaimin Nayak	Asstt. Professor, NMCA	Member	

**13. Accommodation Committee:**

1	Shri H.T. Bhalsod	Executive Engineer	Convener	<b>Responsibility</b> To make the arrangement for lodging and for rest to parents of medal recipients students.
2	Dr. C.K. Timbadia	Programme Co-Ordinator, KVK, Navsari	Member	
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	<b>Responsibility</b> (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	Office Supdt. (Academic Branch)	Member	
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 R.N.Prajapati	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. M.S.Purohit	Registrar	Convener	<b>Responsibility</b> To Keep close coordination with Raj Bhavan, Collectorate, DSP and other dignitaries.
2	Shri S.P. Chhaya	PRO	Member	

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

1	Dr. S.P. Shukla	Professor, NMCA	Convener	<b>Responsibility</b> 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:**

1	Dr. S. L. Chawla	Associate professor, ACHF	Convener	<b>Responsibility</b> 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:**

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

**19. General Administration Committee:**

1	Dr. M.S.Purohit	Registrar	Convener	<b>Responsibility</b>
2	Shri. M.P. Joshi	Asstt. Registrar (Adm)	Member	Abstract bills, arrangement for grants, paying of bills.

**20. Finance Committee:**

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

**21. Printing of Degree Certificates:**

1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convener	<b>Responsibility</b>
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 R.N. Prajapati	Jr. Clerk (Exam Branch)	Member	

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

1	Dr. M.S.Purohit	Registrar	Convener	<b>Responsibility</b>
2	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 R.N. Prajapati	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/T.5/Convo.9/4698-4750/2013,  
Date: 16/11/2013

**Copy F.W.Cs.to:**

1. PS to Vice-Chancellor, NAU, Navsari.
2. PS to Registrar, NAU, Navsari.
2. All Unit/Sub Unit Heads, NAU, Navsari.
3. All concerned staff members through their Heads.