

NAVSARI AGRICULTURAL UNIVERSITY

Navsari – 396 450, Gujarat

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

Sub.: 13th Annual Convocation of Navsari Agricultural University, Navsari to be held on 19th January 2018

Mission: To organize successfully the 13th Annual Convocation of the Navsari Agricultural University.

As per the directive from Hon'ble Vice-Chancellor for successful organization of 13th Annual Convocation of Navsari Agricultural University being held on **19th January 2018** 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 13th 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	Convenor	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. 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. Chaudhari	Comptroller	Member	
10	Shri H.T. Bhalsod	Executive Engineer	Member	
11	Dr. C.V. Savaliya	DSW,	Member	

2. Invitation Card Printing and Issuing Committee:

				Responsibility
1	Dr. G.R. Patel	Director of Extension Education	Convenor	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	Shri Sangam Thakor	PS to DEE	Member	

3. Committee for Reception of VIP Guest :

				Responsibility
1	Dr. S.R. Chaudhari	Director of Research	Convenor	Receive VIPs at Guest House/ Dikshant mandap and Make arrangement for accommodation refreshment, lunch, transport arrangement for VVIPs & VIPs.
2	Dr. N.H. Kelawala	Principal/Dean, Vety. College	Member	
3	Dr. K.A. Patel	ADR	Member	

4. Procession Organizing Committee:

				Responsibility
1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convenor	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	Dr. Sonal Tripathi	Asso. Professor, NMCA	Member	
7	Smt. Swati Sharma	Asstt. Professor, AABMI	Member	
8	Kum. Snehal M. Patel	Asstt. Professor, ACHF	Member	
9	Niketa Patel	Asstt. Professor, ACHF	Member	
10	Mamta Janmeda	Asstt. Professor, Vet.	Member	
11	Priti R. Faldu	Asstt. Professor, NMCA	Member	
12	Shri. B.M. Patel	Sr. Clerk	Member	

5. Distribution of Degree Certificate and Dupatta Committee:

				Responsibility
1	Shri R.C.Vadia	Head Clerk (Exam Branch)	Convenor	Purchase of shawl, dupatta and related materials and Distribution of dupatta and degree certificate to the candidates
2	Shri V.B. Ahir	Ex.Sr. Clerk (Exam Branch)	Member	
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. R.B. Mahyavanshi	Jr. Clerk (Exam Branch)	Member	
7	Shri. B.M. Patel	Sr. Clerk (Exam Branch)	Member	
8	Shri K.M. Patel	Sr. Clerk (Exam Branch)	Member	
9	Shri B.G. Patel	Sr. Clerk (Exam Branch)	Member	
10	Smt.Vanita K. Maheta	Sr.Clerk, NMCA	Member	
11	Kum. Nilam Patel	Sr. Clerk, ACHF	Member	
12	Smt Dimpiben	Jr. Clerk, Vety. College	Member	
13	Shri J.R. Tailor	Jr. Clerk, ABM. College	Member	

6. Dikshant Mandap Arrangement Committee:

				Responsibility
1	Dr. C.V. Savaliya	DSW,	Convenor	Seating arrangement for Invitees VIP/ Media/ Staff/ Candidates. Arrangement for Audio System and Police-Band.
2	Dr. R.D. Pandya	Professor of Ext. Edu.	Member	
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:

				Responsibility
1	Dr. B.R. Parmar	Asso. Professor, ACHF	Convenor	(1) Decoration of dias, Back drop banner & Welcome banner at gates. (2) Arrangement of Lighting of Lamp, Sarshwati Murty. (3) Decoration of Procession path. (4) Arrangement for Prayer, Invocation song.
2	Dr. C.S.Mali	Assoc.Res.Scientist,Sugarcan	Member	
3	Dr. Alka Singh	Asso. Professor, ACHF	Member	
4	Dr. Shivam Bhatt	Asstt. Professor, ACHF	Member	

8. Announcement / Master of Ceremony Committee:

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

9. Press / Media Committee:

1	Dr. N.H. Kelawala	Principal/Dean, Vety. College	Convenor	Responsibility
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) 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	Prof. S.R. Kumbhani	Asstt. Ext. Edu., DEE	Member	

10. Medal Distribution Committee:

1	Dr. C.V. Savaliya	DSW	Convenor	Responsibility
2	Shri A.M. Patel	Asstt.Registrar (Academic)	Member	(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.
3	Shri Kuldeep Chaudhary	Asstt. Registrar (Adm)	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:

1	Dr. S.R. Chaudhari	Director of Research	Convenor	Responsibility
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	

12. Photography and Videography Committee :

1	Dr.H.R.Pandya	Dean, AABMI	Convenor	Responsibility
2	Dr.A.K.Leuva	Assco.Prof.AABMI	Member	(1) Arrangement for Phtography and videography to the event.
3	Dr.Ruchira Shukla	Assco.Prof.AABMI	Member	

13. (1) Food Committee:

1	Dr. H.R.Pandya	Dean, AABMI	Convenor	Responsibility
2	Dr. G.G. Patel	Professor, NMCA	Member	(1) Prepare menu, arrange for lunch, high tea for candidates and invited guests, press, staff and students and University Staff.
3	Shri. Jaimin Naik	Asstt. Professor, NMCA	Member	
4	Dr. R.M. Naik	Assoc.Professor,Dept.of Ext.	Member	
5	Prof. R.T.Khatri	Asstt. Professor, Dept.of Eco.	Member	
6	Dr. M.D. Khunt	Asstt. Professor, NMCA	Member	
7	Dr. J.R. Pandya	Asstt. Professor, NMCA	Member	

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

1	Shri H. T. Bhalsod	Executive Engineer	Convenor	Responsibility (1) Food arrangement for VIP and helicopter Pilot and security members, Press Staff
2	Kailash Tandel	Asstt.Liberian	Member	
3	Shri A. S. Sindhi	Dy. Engineer	Member	
4	Shri D.T. Chaudhari	Comptroller	Member	
5	Shri C.N. Patel	Head Clerk	Member	

14. Accommodation Committee:

1	Shri H.T. Bhalsod	Executive Engineer	Convenor	Responsibility 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. A.A. Wagh	Asstt. Professor, Vety.College	Member	
7	Shri Sandip Patel	Jr. Clerk, office of the Executive Engineer	Member	

15. Application Scrutiny Committee:

1	Shri A.M. Patel	Asstt.Registrar (Academic)	Convenor	Responsibility (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 R.C.Vadia	Head Clerk (Exam Branch)	Member	
4	Shri V.B. Ahir	Sr. Clerk (Exam Branch)	Member	
5	Smt. K.A. Patel	Sr. Clerk (Exam Branch)	Member	
6	Smt. 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	

16. Liaison with Raj Bhavan Collector and Chief Guest:

1	Dr. V.A. Solanki	Registrar	Convenor	Responsibility 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	

17. Traffic / Vehicle Parking Committee:

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

18. Campus beautification Committee:

1	Dr. B.R.Parmar	Professor, ACHF	Convenor	Responsibility 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.V.K.Parmar	Assco.Professor N.M.C.A.	Member	
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	

19. Student Volunteers Committee:

				Responsibility
1	Dr. C.V. Savaliya	DSW	Convenor	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, (Rector) N,M,C,A.	Member	
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	

20. General Administration Committee:

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

21. Finance Committee:

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

22. Printing of Degree Certificates:

				Responsibility
1	Shri A.M. Patel	Asstt. Registrar (Academic)	Convenor	Printing of degree certificates take signature of Hon'ble Vice Chancellor.
2	Shri R.C. Vadia	Hd.Clerk (Exam Branch)	Member	
3	Shri V.B. Ahir	Ex.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	

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

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

24. Webcast Committee:

				Responsibility
1	Dr. B.L. Radadia	DIT	Convenor	Webcast of Convocation Programme.
2	Dr. Rahul Thakkar	Assoc. Prof. (AABM)	Member	
3	Shri Bhavesh Chaudhary	Asstt. Prof. (AABM)	Member	
4	Shri Chirag Naik	Programmer (AABM)	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 Convenors can co-opt any member in the committee as per requirement.


I/c. REGISTRAR

No. NAU/REG/EXAM/Convo.13/5173-202/2017,
Date: 19 / 12 / 2017

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.