

ANAND AGRICULTURAL UNIVERSITY

ANAND - 388110

11th Annual Convocation

Following Committees are constituted for successful organization of 11th Annual Convocation of Anand Agricultural University, Anand which is likely to be held on 29th January, 2015 as per the direction from the Hon'ble Vice-Chancellor.

1. Central Organizing Committee

1.	Dr. N.C. Patel	Vice Chancellor	Chairman
2.	Dr. K.B. Kathirya	Director of Research & Dean PG	Member
3.	Dr. P.P. Patel	Director of Extension Education	Member
4.	Dr. K.P. Patel	Principal & Dean College of Agriculture	Member
5.	Dr. A.M. Thaker	Principal & Dean College of Vet. Science & AH	Member
6.	Dr. B.P. Shah	Principal & Dean Sheth MC College of Dairy Sc.	Member
7.	Dr. D.C. Joshi	Principal & Dean, College of FPT & BE	Member
8.	Dr. D.R. Kathirya	Principal & Dean, College of Agri. IT & Director, IT	Member
9.	Dr. M.L. Gaur	Principal & Dean, College of Agri. Engg. Godhra	Member
10.	Dr. R.V. Vyas	Principal & Dean, IABMI	Member
11.	Dr. P.R. Vaishnav	Registrar	Member
12.	Dr. S.H. Akbari	Director of Students' Welfare	Member
13.	Dr. Y.R. Ghodasara	University Librarian	Member
14.	Dr. A.A. Patel	Director EEI	Member
15.	Sh. B.N. Bhalia	Executive Engineer	Member
16.	Sh. M. G. Vasava	Comptroller	Member

Responsibility: Planning, Coordination and monitoring of all the activities related to the Convocation.

2. Liaison with Gandhinagar and Chief Guest

1.	Dr. K.B. Kathirya	Director of Research & Dean, P.G. Studies.	Convener
2.	Dr. P.R. Vaishnav	Registrar	Member
3.	Dr. A.M. Thaker	Principal & Dean, College of Veterinary Science & A.H.,	Member
4.	Dr. B.P. Shah	Principal & Dean, SMC College of Dairy Science	Member
5.	Sh. S.P. Chhaya	PRO	Member

Responsibility: Continuous Co-ordination with Raj Bhavan, Collector's office, DSP and other dignitaries.

3. Invitation VIPs & Other Important dignitaries.

1.	Dr. P.P. Patel	Director of Extension Education	Convener
2.	Dr. H.B. Patel,	Associate Extension Educationist, DEE Office	Member
3.	Dr. D.D. Patel,	Associate Extension Educationist, VC Office	Member
4.	Sh. S.P. Chhaya,	PRO	Member

Responsibility: Invitation to the VIPs, Chief Guest, Guest of Honour and other dignitaries.

4. Reception of VIPs & Other Guests

1.	Dr. B.P. Shah	Principal & Dean Sheth MC College of Dairy Sc.	Convener
2.	Dr. P.R. Vaishnav	Registrar	Member
3.	Dr. K.P. Patel	Principal & Dean, B.A. College of Agriculture	Member
4.	Dr. A.M. Thaker	Principal & Dean College of Vet. Science & AH	Member
5.	Dr. R.V. Vyas	Principal & Dean, IABMI	Member
6.	Sh. Amitkumar M. Patel	Asstt. Professor, Dairy Science College	Member
7.	Dr. Satish C. Parmar	Asstt. Professor, Dairy Science College	Member

Responsibility: Receive the VIPs at helipad and escort them up to the Guest House/Place of Convocation

5. Organizing Procession

1	Sh. A.J. Gokhale	Asso. Prof Dairy Science College	Convener
2	Smt. Jarita Malik	Asso. Prof Dairy Science College	Co-Convener
3	Sh. A.H. Vora	Office Superintendent, Registrar Section	Member
4	Sh. B.G. Kachhdiya	Head Clerk, Registrar Section	Member
5	Sh. K.S. Prajapati	Senior Clerk, Exam Branch	Member
6	Sh. R.B. Vaghela	Senior Clerk, Exam Branch	Member
7	Sh. N.A. Patel	Junior Clerk, Exam Branch	Member
8	Smt. J.A. Parmar	Junior Clerk, Exam Branch	Member
9	Ku. S.D. Patel	Junior Clerk, Exam Branch	Member
10	Sh. P.S. Vanik	Junior Clerk, Exam Branch	Member
11	Sh. J.F. Jaydeep	Junior Clerk, Exam Branch	Member

Responsibility: 1. Organize an orderly procession and arrange a mock round of the Procession one day prior.
2. Distribute Shaw/Dupatta to the dignitaries and help them put on.

6. Degree certificate and Dupatta distribution.

1	Dr. V.J. Patel	Asstt. Registrar (ADM)	Convener
2	Sh. A.H. Vora	Office Superintendent, Registrar Section	Co-Convener
3	Sh. B.G. Kachhadiya	Head Clerk, Registrar Section	Member
4	Sh. M.B. Patel	Senior Clerk, Exam Branch.	Member
5	Sh. K.S. Prajapati	Senior Clerk, Exam Branch.	Member
6	Sh. R.B. Vaghela	Senior Clerk, Exam Branch	Member
7	Sh. N.A. Patel	Junior Clerk, Exam Branch	Member
8	Smt. J.A. Parmar	Junior Clerk, Exam Branch	Member
9	Sh. J. F. Jaydeep	Junior Clerk, Exam Branch	Member
10	Sh. P.S. Vanik	Junior Clerk, Exam Branch	Member
11	Ku. S.D. Patel	Junior Clerk, Exam Branch	Member
12	Ku. Sheelpa Khant	Junior Clerk, Exam Branch	Member

Responsibility: 1. Purchase Dupatta /other necessary materials, 2. Distribute all the required things to the candidates.

7. Stage Management & Decoration

1.	Dr. D.C. Joshi	Principal & Dean, College of FPT & BE	Convener
2.	Dr. R.F. Sutar	Professor & Head, College of FPT & BE	Co-Convener
3.	Dr. Sunil M. Patel	Asso. Prof. Dairy Science College	Member
4.	Dr. V.P. Ramani	Micronutrient, ICAR	Member
5.	Dr. N.S. Parekh	Asso. Professor, (Horticulture), BACA	Member
6.	Dr. Yogesh Lad	Asstt. Professor, IABMI	Member
7.	Sh. G.Y. Damle	AAO, College of FPT & BE	Member

Responsibility: 1. Seating arrangement of dignitaries on dias as approved by Governor's office.
2. Decoration of the stage & all the required banners
3. Lighting of lamp materials

8. Seating Arrangement

1.	Dr. K.P. Patel	Principal & Dean College of Agriculture	Convener
2.	Dr. N.J. Jadav	Asso. Professor, PBG Dept., BACA	Member
3.	Dr. D.A. Patel	Asso. Professor, PBG Dept., BACA	Member
4.	Dr. K.C. Patel	Asso. Professor, Soil Science Dept., BACA	Member
5.	Dr. D.J. Parmar	Asso. Professor, Agril. Statistics Dept., BACA	Member
6.	Dr. H.N. Shelat	Asso. Professor, Microbiology Dept., BACA	Member
7.	Dr. R.G. Parmar	Asso. Professor, Plant Pathology Dept., BACA	Member
8.	Dr. D.H. Patel	Asstt. Dept. of English, BACA	Member
9.	Dr. R.M. Rajpura	Asstt. Professor, Animal Science, BACA	Member
10.	Sh. I.S. Vaghela	AAO, BACA	Member

Responsibility: 1. Arrange seating for VIP, Invited guest, Gold Medal recipients, Degree Holders, Parents, Staff etc.,
2. Receive and guide them to appropriate seating.

9. Pandal Arrangement & VIP Reception

1.	Sh. B.N. Bhalia	Executive Engineer	Convener
2.	Sh. H.R. Patel	Dy. Engineer, EE Office	Member
3.	Sh. P.S. Modi	Jr. Engineer, EE Office	Member
4.	Sh. A.H. Suthar	Jr. Engineer, EE Office	Member
5.	Sh. K.R. Vaghela	Jr. Clerk, EEI Office	Member

Responsibility: 1. Prepare design for pandal.
2. Erect pandal in Gymkhana for VIP, invited guest, staff, student seating arrangement
3. Invite quotation for pandal seating arrangement.

10. Prayer and Sound System

1.	Dr. S.H. Akbari	Director of Students' Welfare	Convener
2.	Dr. K.D. Apamathi	Professor and Head, Dairy Science College	Co-Convener
3.	Dr. A.K. Makwana	Asso. Professor, DBM, Dairy Science College	Member
4.	Sh. K.K. Shah	Sr. Clerk, DSW	Member

Responsibility: Arrangement for Prayer and Sound System, Invite quotation for Sound System

11. Anchoring.

1.	Smt. Rucha Dave	Asstt. Professor, BACA	Convener
2.	Dr. M.M. Trivedi	Asso. Professor, BACA	Co-Convener

Responsibility: Announce and conduct the programme on the stage smoothly

12. Photography/ Video/ Press/ Publicity.

1.	Dr. P.P. Patel	Director, Extension Education	Convener
2.	Dr. Arun A. Patel,	EEI, Anand	Co-Convener
3.	Dr. C.P. Desai,	Extension Educationist, EEI, Anand	Member
4.	Dr. Mahesh R. Patel,	Associate Extension Educationist, EEI, Anand	Member
5.	Sh. N.S. Charpot	Photographer, EEI, Anand	Member

Responsibility: 1. Take the photographs and video of the event.
2. Prepare CDs for VIPs and University Officers.
3. Invite Press & Media persons, give photos to them on the same day
4. Publicize the event, issue a press note
5. Look after the Media persons
6. Arrange files/folders/information related to the event
7. Arrange photo session, interview of the gold medalists. etc

13. Medal distribution.

1.	Dr. S.H. Akbari	Director of Students' Welfare	Convener
2.	Sh. A.H. Vora	Office Supdt. Exam Branch, Registrar Office	Member
3.	Sh. M.B. Patel	Sr. Clerk, Registrar Office	Member
4.	Sh. K.K. Shah	Sr. Clerk, DSW	Member

Responsibility: Scrutinize the applications of the candidates for medals & prizes
Follow the procedure of handing over the medals and prizes.

14. Printing & Distribution of invitation cards etc.

1.	Dr. P.P. Patel	Director of Extension Education	Convener
2.	Dr. N.V. Soni,	Associate Extension Educationist, DEE Office (Member)	Member
3.	Dr. H.B. Patel,	Associate Extension Educationist, DEE Office (Member)	Member
4.	Dr. B.S. Patel,	Associate Extension Educationist, DEE Office (Member)	Member
5.	Dr. Manoj Lunagariya,	T.A., DEE Office, Anand (Member)	Member

Responsibility: 1. Printing, distributing invitation cards locally and through post.
2. Printing booklets of programme & procedure, Convocation address and other speeches.

15. Food Committee.

1.	Dr. A.D. Patel	Research Scientist, MAEP	Convener
2.	Dr. B.C. Patel	Asstt. Research Scientist, RRS	Member
3.	Dr. Anil R. Patel	Asso. Research Scientist, Pesticide Residue	Member
4.	Dr. H.P. Parmar	Research Scientist	Member
5.	Dr. R.A. Patel	Asso. Research Scientist, RRS	Member
6.	Dr. M.A. Patel	Asso. Research Scientist, M & AP	Member
7.	Dr. D.A. Patel	Asso. Professor, PBG, BACA	Member
8.	Dr. M.J. Patel	Asso. Professor, Horticulture Dept., BACA	Member
9.	Dr. B.N. Satodiya	Asso. Professor, Horticulture Wing	Member
10.	Dr. R.R. Acharya	Asso. Research Scientist, MVRs	Member

Responsibility: 1. Fixing the party, preparing menu for lunch, high tea for VIPs, Guests and Media Persons.
2. Arranging food for the persons accompanying VIP's like drivers & security persons

16. Accommodation.

1.	Sh. B.N. Bhalia	Executive Engineer	Convener
2.	Dr. V. R. Boghra	Asso. Director, Ext. Edu.,	Member
3.	Dr. P.K. Borad	Prof & Head, Dept. of Entomology	Member
4.	Sh. R.B. Modi	Asstt. Rector, College of FPT & B.E.	Member
5.	Dr G.M. Patel	Asstt. Rector, EEI	Member
6.	Sh. M.P. Raj	Asstt. Rector, College of Agri. IT.	Member
7.	Dr. S.P. Pandya	Asstt. Rector, Vet. College	Member
8.	Dr. V.V. Ushabala	Asstt. Rector, Dairy Sci. College	Member
9.	Smt. A.P. Ravani	Asstt. Rector, College of FPT & BE	Member
10.	Sh. M.N. Gameti	Senior Clerk, EE Office	Member

Responsibility: Arrange accommodation for the guardians of the degree recipients and other guests.

17. Scrutiny of applications.

1	Dr. K.D. Apamathi	Prof & Head, Dairy Chemistry, Dairy Sci. College	Convener
2	Sh. A.H. Vora	Office Superintendent, Exam Branch	Co-Convener
3	Dr. Shukla	Professor, BACA	Member
4	Dr. H.L. Dhaduk	Professor, BACA	
5	Dr. K.M. Panchal	Professor, Dept of Anatomy Veterinary College	Member
6	Dr. Pankaj Gupta	Asso. Professor, Agri. Engg. College, Godhra	Member
7	Sh. N.M. Chavada	Asstt. Professor, FPT College	Member
8	Sh. D.K. Parmar	Asstt. Professor, AIT College	Member
9	Sh. Dipak Nayee	Asstt. Professor, Horticulture College	Member
10	Sh. B.G. Kachhadiya	Head Clerk, Academic Branch, Registrar office	Member
11	Sh. M.B. Patel	Senior Clerk, Exam Branch.	Member
12	Sh. K.S. Prajapati	Senior Clerk, Exam Branch.	Member
13	Sh. R.B. Vaghela	Senior Clerk, Exam Branch	Member
14	Sh. J.F. Jaydeep	Junior Clerk, Exam Branch	Member
15	Sh. P.S. Vanik	Junior Clerk, Exam Branch	Member
16	Sh. N.A. Patel	Junior Clerk, Exam Branch.	Member
17	Smt. J.A. Parmar	Junior Clerk, Exam Branch	Member
18	Ku.S.D. Patel	Junior Clerk, Exam Branch	Member
19	Ku. Sheelpa Khant	Junior Clerk, Exam Branch	Member

Responsibility: 1. Scrutinize the applications received, prepare final list of degree recipients.
2. Prepare database of the candidates with photographs.
3. Prepare a register of the degree recipients for the signature of H.E. Chancellor.

18. Traffic control and parking.

1.	Sh. P.A. Gohel	Physical Instructor, BACA	Convener
2.	Dr. A.C. Vaidya	Asso., Professor, Veterinary College	Member
3.	Dr. D.J. Parmar	Asso., Professor, Statistics, BACA	Member
4.	Dr. R.M. Rajpura	Asstt. Professor, Animal Science, BACA	Member
5.	Sh. P.U. Vaghela	Physical Instructor, Veterinary College	Member
6.	Sh. Ganeshbhai Rohit	Agri. Asstt. Agriculture Polytechnic, Anand	Member
7.	Sh. D.C. Nai	Agri. Asstt. Economics, BACA	Member
8.	Sh. N.A. Kureshi	Security Officer	Member

Responsibility: Control traffic and parking without hassles.

19. Campus decoration.

1.	Dr. H.C. Patel	OSD, Horticulture College & H.O.D., BACA	Convener
2.	Dr. N.S. Parekh	Asso. Professor, Horticulture Department, BACA	Co-convener
3.	Dr. R.A. Patel	Asso. Research Scientist, RRS	Member
4.	Dr. J.K. Patel	Farm Manager, MVRs	Member
5.	Dr. K.M. Gediya	Farm Manager, BTRS	Member
6.	Sh. G.G. Patel	Farm Manager, Agronomy, BACA	Member
7.	Sh. R. H. Patel	Farm Manager, Horticulture, BACA	Member
8.	Sh. P.S. Modi	Junior Clerk, Executive Engineer office	

Responsibility: 1. Decorate the campus, prune the trees, colour the buildings, repair and clean the roads, area surrounding the buildings with the help of respective Unit Head/HOD.
2. Position the flags from guest house to place of Convocation.

20. Student volunteers.

1.	Dr. D.R. Kathirya	Principal & Dean, College of Agri. IT. & Director, IT	Convener
2.	Sh. K.P. Patel	Asstt. Professor, AIT College	Member
3.	Sh. M.P. Raj	Asstt. Professor, AIT College	Member
4.	Dr. K.V. Patel	Asstt. Professor, AIT College	Member
5.	Dr. H.K. Patel	Asstt. Professor, AIT College	Member
6.	Dr. D.H. Patel	SRC Chairman, BACA	Member
7.	Dr. S.C. Parmar	SRC Chairman, Dairy Science College	Member
8.	Dr. A.R. Pandya	SRC Chairman, Veterinary Science, College	Member

Responsibility: Arrange the volunteers as and when required during the event and particularly in pandal management.

21. General Administration.

1	Dr. V.J. Patel	Asstt. Registrar (ADM)	Convener
2	Sh. B.M. Parekh	Senior Clerk, Registrar office	Member
3	Sh. A.G. Dabhi	Senior Clerk, Registrar office	Member
4	Sh. N.M. Patel	Junior Clerk, Registrar office	Member
5	Sh. M.P. Rathod	Junior Clerk, Registrar office	Member

Responsibility: Abstract bills, Grants and payment of bills

22. Fiscal management.

1.	Sh. M. G. Vasava	Comptroller	Convener
2.	Sh. R.H. Gondlia	Account office (Cash)	Member
3.	Smt. P.D. Parmar	Head Clerk, office of the Comptroller	Member
4.	Sh. H.M. Parmar	Senior Clerk, office of the Comptroller	Member
5.	Ku. J.L. Rabari	Junior Clerk, office of the Comptroller	Member

Responsibility: Keep accounts and submit the bills within time limit.

23. Invites online application form & Printing degree certificates.

1.	Dr. D.R. Kathirya	Director, IT	Convener
2.	Mrs. Shital H. Bhojani	Asstt. Professor, IT Center	Member
3.	Sh. Urmish Jadulal Upadhyay	Programmer, BACA	Member
4.	Sh. Julious. F. Jaydeep	Jr. Clerk Registrar office	Member
5.	Sh. H.P. Shah	Jr. Clerk Registrar office	Member
6.	Sh. U.S. Rathod	Programmer, CAIT	Member
7.	Sh. A.T. Agja	Programmer, IABMI	Member

Responsibility: Print, affix the hologram, on the Certificates to be awarded

24. Printing & binding the register of the students

1	Sh. A.H. Vora	Office Superintendent, Registrar Section	Convener
2	Sh. M.B. Patel	Sr. Clerk, Exam Branch	Member
3	Sh. K.S. Prajapati	Sr. Clerk, Exam Branch	Member

Responsibility: Print & bind a register of the awardees.

25. Police band.

1	Sh. P.A. Gohel	Physical Instructor, BACA	Convener
2	Sh. P.U. Vagela	Physical Instructor, Vet. College	Member
3	Sh. K.S. Prajapati	Sr. Clerk, Exam Branch	Member
4	Sh. N.A. Patel	Junior Clerk, Exam Branch	Member

Responsibility: Arrange the police band and coordinate the activity with the procession.

26. Transport Committee

1	Dr. R.N. Pandey	Prof & Head, Dept. of Plant Pathology, BACA	Chairman
2	Dr. S.J. Patel	Res. Sci., Main Vegetable Research Station	Member
5	Dr. B.D. Patel	Professor, Dept of Weed Control	Member
3	Dr. P.K. Borad	Prof & Head, Dept. of Entomology	Member
4	Dr. D.M. Bhayani	Prof., Dept. of Anatomy, Vet. College	Member

Responsibility: Pull the vehicles (Bus-BACA & Vaso, Jeep- Department vehicles of committee member, minibus-Veterinary colleges) and of concerned members.
Arrangement for transport facility to students/medalist & their parents.

All Unit Heads of AAU are hereby informed to spare the services of the above mentioned staff members to make the programme successful.

No. AAU/REG/EXAM/UG-2/11th Convo/7334/2014
Dt. 16/12/2014

Ravindra
REGISTRAR

Copy f.w.cs.to:

1. All Unit/Sub Unit Heads, AAU, Anand
2. All concerned staff members through their Heads.
3. PS to Vice Chancellor, AAU, Anand