

ANAND AGRICULTURAL UNIVERSITY
ANAND – 388110

CIRCULAR

9th Annual Convocation to be held on 26th February, 2013

Following Committees are constituted for successful organization of 9th Annual Convocation of Anand Agricultural University, Anand to be held on **26th February, 2013** as per the direction from the Hon'ble Vice-Chancellor.

1. Central Organizing Committee

1.	Dr. A.M. Shekh	Vice Chancellor	Chairman
2.	Dr. K.B. Kathiriya	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. Y. R. Ghodasara	Principal & Dean, College of Agri. IT.	Member
9.	Dr. M.L. Gaur	Principal & Dean, College of Agri. Engg, Godhra	Member
10.	Dr. P.R. Vaishnav	Registrar	Member
11.	Dr. A.J. Pandya	Director of Students' Welfare	Member
12.	Dr. D.R. Kathiriya	Director of Information Technology	Member
13.	Dr. G.B. Valand	Principal, IABMI	Member
14.	Dr. A.A. Patel	Director EEI	Member
15.	Shri B.N. Bhalia	Executive Engineer	Member
16.	Shri K.P. Mahant	Accounts Officer cum 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. Kathiriya	Director of Research & Dean, P.G. Studies.	Chairman
2	Dr. P.R. Vaishnav	Registrar	Member
3	Dr. A.M. Thaker	Principal & Dean College of Vet. Science & AH	Member
4	Dr. B.P. Shah	Principal & Dean Sheth MC College of Dairy Science	Member
5	Shri 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	Chairman
2	Dr. A.M. Thaker	Principal & Dean College of Vet. Science & AH	Member
3	Dr. B.P. Shah	Principal & Dean Sheth MC College of Dairy Science	Member
4	Dr. D.C. Joshi	Principal & Dean, College of FPT & BE	Member
5	Shri 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.	Chairman
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. G.B. Valand	Principal, International Agri Business Management Institute	Member

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

5. Organizing Procession

1	Dr. S. H. Akbari	Asstt. Reg. (Acad.)	Convener
2	Dr. A.J. Gokhale	Asso. Prof Dairy Science College	Member
3	Shri A.H.Vora	Office Superintendent, Registrar Section	Member
4	Shri G.C. Dhummad	Senior Clerk, Exam Branch.	Member
5	Shri I.G. Malek	Senior Clerk, Exam Branch	Member
6	Shri B.B. Patel	Senior Clerk, Exam Branch	Member
7	Shri B.M.Parekh	Senior Clerk, Academic Branch	Member
8	Shri K.K.Shah	Senior Clerk, DSW	Member
9	Shri N.A.Patel	Junior Clerk, Academic Branch	Member
10	Shri J. F. Jaydeep	Junior Clerk, Exam Branch	Member
11	Shri H.P.Shah	Junior Clerk, Exam Branch	Member
12	Ku.S.D. Patel	Junior Clerk, Exam Branch	Member

Responsibility: 1. Organize an orderly procession and arrange a mock round of the Procession one day prior.

2. Distribute Shawl/Dupatta to the dignitaries and help them put on.

6. Degree certificate and Dupatta distribution.

1	Dr. S.H.Akabari	Assistant Registrar (Academic)	Convener
2	Shri M.B. Patel	Senior Clerk, Exam Branch.	Member
3	Shri I.G. Malek	Senior Clerk, Exam Branch.	Member
4	Shri G.C. Dhummad	Senior Clerk, Exam Branch.	Member
5	Shri B.B. Patel	Senior Clerk, Exam Branch	Member
6	Shri N.A. Patel	Junior Clerk, Exam Branch	Member
7	Shri J. F. Jaydeep	Junior Clerk, Exam Branch	Member
8	Shri H.P.Shah	Junior Clerk, Exam Branch	Member
9	Ku.S.D. Patel	Junior Clerk, Exam Branch	Member
10	Ku.G.S. Patel	Junior Clerk, DSW	Member

Responsibility: 1. Purchase Dupatta /other necessary materials

2. Distribute all the required things to the candidates.

7. Stage Management & Decoration

1	Dr. K.P.Patel	Principal & Dean College of Agriculture	Convener
2	Dr. R.F. Sutar	Professor, College of FPT & B.E.	Co- Convener
3	Dr Sunil Patel	Asso. Prof. Dairy Science College	Member
4	Prof. Y.A. Lad	Asstt. Professor, IABMI	Member
5	Dr. N.S. Parekh	Asso. Professor, (Horticulture), BACA	Member
6	Dr. V.P. Ramani	Asso. Research Scientist, ICAR Unit	Member
7	Shri K.M. Vasaiya	Asstt. Adm. Officer, BACA	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. G.B. Valand	Principal, IABMI	Convener
2	Dr.M.L.Gaur	Principal & Dean, College of Agri.Engg, Godhra	Co-Convener
3	Dr. Y. R. Ghodasara	Principal & Dean, College of Agri. IT.	Member
4	Dr. M.N.Brahmbhatt	Chairman, SRC, College of Vet. Science & AH	Member
5	Dr. D.H.Patel	Chairman, SRC, B.A. College of Agriculture	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	Shri B.N. Bhaliya	Executive Engineer	Convener
2	Shri. H.R.Patel	Dy. Engineer, EE Office	Member
3	Shri P.S. Modi	Jr. Engineer, EE Office	Member
4	Shri A.H.Suthar	Jr. Engineer, EE Office	Member
5	Shri 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. Anchoring.

1	Ms. Suja Senon	Asstt. Prof. Dairy Science	Convener
2	Ms. Rucha Dave	Asstt. Prof., BACA	Member

Responsibility: Announce and conduct the programme on the stage smoothly

11. Photography/ Video/ Press/ Publicity.

1	Dr. A. A. Patel	Director, EEI	Convener
2	Dr. C.P. Desai	Professor, EEI	Member
3	Dr. M.R. Patel	Asso. Extn. Educationist, DEE Office	Member
4	Shri R.P. Sharma	Artist cum Photographer, EEI	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

12. Medal distribution.

1	Dr. A.J.Pandya	Director of Student's Welfare	Convener
2	Dr. S.H.Akabari	Assistant Registrar – Academic	Member
3	Shri. A.H.Vora	Office Supdt. Exam Branch. Registrar Office	Member
4	Shri. M.B.Patel	Sr. Clerk, Registrar Office	Member
5	Shri R.P.Vaghela	Jr. Clerk, DSW	Member

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

13. Printing & Distribution of invitation cards etc.

1	Dr. P.P. Patel	Director of Extension Education	Convener
2	Dr. H.B. Patel	Associate Extension Educationalist,	Member
3	Dr. N.V. Soni	Asst Extn. Educationist, DEE Office	Member
4	Dr. K.P.Patel	Asst. Prof. College of Agri. IT.	Member
5	Shri D.D. Patel	Asst Extn. Educationist, DEE Office	Member
6	Shri M.B. Barot	Senior Clerk, DEE Office	Member
7	Shri B.M. Parekh	Senior Clerk, Academic Branch, Registrar Office	Member
8	Shri S.K .Goswami	Junior Clerk, DEE Office	Member

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

14. Food Committee.

1	Dr. J.A. Patel	Research Scientist, RRS	Convener
2	Dr. J.B. Patel	Asso Research Scientist	Member
3	Dr. A.R. Patel	Residue Analyst	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

15. Accommodation.

1	Shri 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	Prof. J.K.Momin	Asstt. Professor, College of FPT & B.E.	Member
5	Dr K.M. Patel	Asstt.Prof. EEI	Member
6	Prof. M.P. Raj	Asstt.Prof., College of Agri. IT.	Member
7	Dr. S.P.Pandya	Warden (Girl's Hostel) Vet. College	Member
8	Dr. V.V. Ushabala	Warden (Girl's Hostel) Dairy Sci. College	Member
9	Prof. A.P. Ravani	Warden (Girl's Hostel) College of FPT & BE	Member
10	Shri M.N. Gameti	Senior Clerk, EE Office	Member

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

16. Scrutiny of applications.

1	Dr. V.R. Bhatt	Professor & Head, Agri Chemistry & Soil Science, BACA	Convener
2	Dr. K.D. Aparnathi	Prof & Head, Dairy Chemistry, Dairy Sci. College	Member
3	Dr. K.M. Panchal	Professor, Dept of Anatomy Veterinary Science & A.H.	Member
4	Dr. S.H.Akbari	Assistant Registrar – Academic	Member
5	Shri. A.H.Vora	Office Superintendent, Exam Branch	Member
6	Shri M.B. Patel	Senior Clerk, Exam Branch.	Member
7	Shri B.B. Patel	Senior Clerk, Exam Branch	Member
8	Shri G.C. Dhummad	Senior Clerk, Exam Branch	Member
9	Shri I.G. Malek	Senior Clerk, Exam Branch	Member
10	Shri N.A.Patel	Junior Clerk, Exam Branch.	Member
11	Shri J.F. Jaydeep	Junior Clerk, Exam Branch	Member
12	Shri H.P.Shah	Junior Clerk, Exam Branch	Member
13	Ku.S.D. Patel	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.

17. Traffic control and parking.

1	Dr. S. Parnerker	Research Scientist, Animal Nutrition	Convener
2	Dr.G.M.Padhiyar	Asstt.Prof. Agriculture Polytechnic	Member
3	Shri A.C. Vaidya	Asstt. Prof, Agriculture Polytechnic	Member
4	Shri P.A. Gohel	Physical Instructor	Member
5	Shri N.A. Kureshi	Security Officer	Member

Responsibility: Control traffic and parking without hassles.

18. Campus decoration.

1	Dr. H.C.Patel	Professor & Head, Horticulture, BACA	Convener
2	Dr. J.B. Patel	Asso Research Scientist	Co-Convener
3	Dr. K.M. Patel	Farm Manager, Horticulture, BACA	Member
4	Shri G.G. Patel	Farm Manager, Agronomy, BACA	Member
5	Shri. S.B.Patel	Farm Manager, MVRS	Member
6	Shri. K.M. Gediya	Farm Manager, BTRS	Member
7	Shri P.S. Modi	Jr. Engineer, EE Office	Member
8	Shri A.Suthar	Jr. Engineer, EE Office	Member

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.

19. Student volunteers.

1	Dr. S.K. Raval	Professor, Medicine, Veterinary Science & A.H.	Convener
2	Dr. D.H.Patel	Chairman, SRC, BACA	Member
3	Dr. S.C. Parmar	Chairman, SRC, Dairy Science College.	Member
4	Prof. V.D.Shah	Chairman, SRC, IABMI	Member
5	Prof. K.P.Patel	Chairman, SRC, AIT	Member

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

20. General Administration.

1	Shri M. G. Vasava	Asstt. Registrar (ADM)	Convener
2	Shri M.G. Patel	Office Superintendent, Registrar office	Member
3	Shri A.G. Dabhi	Senior Clerk, Registrar office	Member
4	Shri M.P.Rathod	Junior Clerk, Registrar office	Member
5	Shri N.M. Patel	Junior Clerk, Registrar office	Member

Responsibility: Abstract bills, Grants and payment of bills

21. Fiscal management.

1	Shri K.P.Mahant	Account Officer Cum Comptroller	Convener
2	Shri R.H.Gondaliya	Account Officer(cash), Comptroller Office	Member
3	Shri P.A.Kadiya	Junior Clerk, Registrar Office	Member
4	Shri N.N. Patel	Junior Clerk, Registrar office	Member

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

22. Printing of degree certificates.

1	Dr. D.R.Kathiriya	Director, IT	Convener
2	Dr. S.H.Akbari	Assistant Registrar – Academic	Member
3	Prof. D.K.Parmar	Asstt.Prof., College of Agri. IT.	Member
4	Prof. K.P. Patel	Asstt Prof., College of Agri. IT.	Member
5	Shri U.S.Rathod	Computer Programmer, College of Agri. IT.	Member
6	Shri H.N. Mahant	Computer Programmer, Comptroller Office	Member
7	Shri B.B. Patel	Senior Clerk, Exam Branch	Member
8	Shri M.B. Patel	Senior Clerk, Exam Branch.	Member
9	Shri I.G. Malek	Senior Clerk, Exam Branch.	Member

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

23. Printing & binding the register of the students

1	Dr. M.M. Pathak	Associate Director of Research	Convener
2	Dr. S.H. Akabari	Asstt.Registrar, (Acd)	Member
3	Shri G. C. Dhummad	Sr. Clerk, Exam Branch	Member
4	Shri M.B. Patel	Sr. Clerk, Exam Branch	Member

Responsibility: Print & bind a register of the awardees.

24. Police band.

1	Shri P.A. Gohel	Physical Instructor, BACA	Convener
2	Prof. A.C. Vaidya	Asst. Prof. Agril Polytechnic	Member
3	Shri. A.H.Vora	Office Supdt. Registrar Office	Member

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

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/Convo.9/9514/2012

Dt.10/12/2012

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

**Sd/-
REGISTRAR**