



Kamdhenu University

Our Motto: Welfare of all living beings

(Established by Government of Gujarat vide Gujarat Act No.9 of 2009)

Read: 1) Raj Bhavan Secretariat Letter No.Uni-2820-U-775-GS-31, Dt: 01/01/2021.
2) Our office Circular No.KU/Reg/U-1/Acad/7th Convocation/347/2021, Dt: 11/01/2021.

:: Circular ::

Seventh Annual Convocation of the Kamdhenu University will be held on 1st March, 2021, Monday, at Gandhinagar, Gujarat. Following Committee have been formulated for the successful organization of Convocation. All concerns are informed to perform their duties under the Guidance of Convener of respective committee.

1. Central Organizing Committee :-

No.	Name	Designation		Responsibility
1	Dr. N. H. Kelawala	Hon'ble Vice Chancellor	Chairman	Planning, co-ordination and monitoring of all the activities related to the convocation
2	Dr. D. B. Patil	Director of Research	Member	
3	Dr. P. H. Vataliya	Director of Extension Education	Member	
4	All Conveners of the committee	All Conveners of the committee	Member	
5	Shri Manish Gupta	I/c Registrar	Member	

2. Invitation Card Printing and Distribution Committee :-

No.	Name	Designation		Responsibility
1	Dr. P. H. Vataliya	Director of Extension Education	Convener	<ul style="list-style-type: none">Preparation of invitation cardPrinting of invitation card, Speeches, Programme procedurePreparation of guest listDistribution & Dispatch of E-invitation/paper invitation card through e-mail & Confirmation & Follow up
2	Dr. J.S. Patel	ADEE	Member	
3	Shri Laxmansinh Zala	PS to DEE	Member	
4	Dr Mahipatsinh Rajput	Veterinary Officer	Member	
5	Shri Mohnish Vasavada	OS	Member	
6	Shri H. R. Bhatt	Assistant Registrar	Member	VVIPs Card distribution sachivalaya

3. Reception Committee :-

No.	Name	Designation		Responsibility
1	Dr. P. H. Vataliya	Director of Extension Education	Convener	<ul style="list-style-type: none"> Receive VVIP & VIPs, at Guest House/ Auditorium
2	Dr. D. B. Patil	Director of Research	Member	
3	Dr. B. N. Patel	Director of Students' Welfare	Member	
4	Dr. V. M. Ramani	Dean, Dairy Science Faculty	Member	
5	Shri Manish Gupta	I/c Registrar	Member	
6	Shri Sanjay Chandne	Executive Engineer	Member	
7	Dr. R. G. Shah	ADR	Member	
8	Dr. J. S. Patel	ADEE	Member	

4. Procession Committee :-

No.	Name	Designation		Responsibility
1	Shri Manish Gupta	Dy. Registrar	Convener	<ul style="list-style-type: none"> Make arrangement for procession at Auditorium Preparation of Label of procession Guide about procession hierarchy Distribution & collection of Badge, Shawl to Hon'ble VCs and Dignitaries Distribution and collection of Badge, Shawl to the members of the procession To co-ordinate all distribution & collection related activities. Strong room In-charge (Shawl, Certificate, Dais folder, Laptop etc. Maintain an issue register)
2	Shri N. J. Dave	Asst. Registrar	Member	
3	Shri Jaydeep B. Vanzara	Senior Clerk	Member	
4	Mrs. Ashwini Mahadkar	PS to Hon'ble VC	Member	
5	Smt. Rajan Rana	OS	Member	
6	Smt. Ritaben Patel	Senior Clerk	Member	
7	Smt. Bela Vyas	Jr. Clerk	Member	
8	Smt. Heena Patel	Jr. Clerk	Member	
9	Shri Sandeep Makwana	OS	Member	
10	Shri Kamlesh Parmar	Jr. Clerk	Member	

5. Distribution of Certificate and Dupatta Committee :-

No.	Name	Designation		Responsibility
1	Shri N. J. Dave	Asst. Registrar	Convener	<ul style="list-style-type: none"> Distribution of <i>Angavastram</i> Finalization of Dress code for Staff & Student Preparation of Badge Degree certificate to the candidate All member should take their seats 15 minutes before closure of programme for smooth distribution of certificate
2	Shri Mitesh Hingu	Asst. Professor (CDS, Amreli)	Member	
3	Shri Anil Chaudhari	Asst. Professor (MIDFT, Mehsana)	Member	
4	Shri Sandeep Makwana	OS	Member	
5	Shri V. S. Vaghela	Computer Programmer	Member	
6	Shri Pinak Vyas	Senior Clerk	Member	
7	Shri Kamlesh Parmar	Jr. Clerk	Member	

Note: The distribution of certificate & other items should be handed over to concern after completion of Convocation ceremony(except angvastram & cap).

6. Auditorium Stage Arrangement Committee :-

No.	Name	Designation		Responsibility
1	Shri S. G. Chandne	Executive Engineer	Convener	<ul style="list-style-type: none"> • Seating arrangement for invitees VIP/Media/Staff/ Candidates arrangement. • Preparation of label for seating arrangement and parking at convocation place. • Arrange space for Police-Band(SRP/CRPF) • Preparation & Distribution of speech kit. • Decoration of Auditorium and arrange Dais as approved by Hon'ble Governorshri, Back drop banner and other banner, Gates, parking etc. • Arrangement of lighting of lamp, Sarshwati Murti. • Decoration of Procession Path, Ramp and Auditorium. • Arrangement of sound system for Sarasvati vandna, University Song, Announcement. • Chair & Pen for Governorshri, Name plate, folders for guest, Hanker chief, Trey for gold medal, Water bottle, 2 Teapoy for ADC etc. • Arrangement of power generator. • Dedicated space in centre should be made available for media.
2	Shri Rakesh Bhalani	Dy. Engineer	Member	
3	Shri Manish Vagadiya	Dy. Engineer	Member	
4	Shri Gaurang Bhatt	Head Clerk	Member	
5	Mrs Jhanvi Vyas	Sr.Clerk	Member	
6	Shri Piyush Prajapati	Sr.Clerk	Member	
7	Harsh Patel	Jr. Engineer	Member	

7 Announcement Committee :-

No.	Name	Designation		Responsibility
1	Dr. Shraddha Vekariya	Asst. Professor	Convener	<ul style="list-style-type: none"> • Announcement of the programme and ceremony in the Auditorium. • Pre-rehearsal before Convocation programme/Gold medal.
2	Dr. Chirag Bhadesiya	Asst. Professor	Member	

8. Press/Media Committee :-

No.	Name	Designation		Responsibility
1	Dr.A.M. Raval	University Librarian	Convener	<ul style="list-style-type: none"> • Preparation list of press and media reporter. • Correspondence with information department. • Invitation to Press/Media Personally and transport arrangement for them. • Arrangement for files/folders/ information related to convocation • Arrangement for interview for Gold Medalists. • Preparing e-press note of pre and post convocation and send to press for wide Publicity. • Group photo session & photo of Gold Medalists • Compilation of press release in different media forum within 3 days of convocation date.
2	Shri Mansing Sodha	OS	Member	
3	Shri Mohnish Vasavada	OS	Member	
4	Shri Bharat Chavda	Senior Clerk	Member	

9. Medal Committee :-

No.	Name	Designation		Responsibility
1	Dr. B. N. Patel	DSW	Convener	<ul style="list-style-type: none"> Finalization of Specification & Call for tender/Rate Making of die & Medal Scrutiny of the candidates for award of medals & Prices. Preparation of medals as per the procedure and distribution at the time of convocation Finalization of Gold medalist of respective faculties Preparation of certificate for gold medal recipient Liaison with media for Gold Medalists' interview. Arrangement of cap for all students.
2	Shri K.M.Panchal	Account Officer	Member	
3	Shri Arvind Patel	Head Clerk	Member	
4	Shri Amrish Mehta	Jr. Clerk	Member	

10. Speech preparation Committee :-

No.	Name	Designation		Responsibility
1	Shri Manish Gupta	Dy. Registrar	Convener	Speech preparation of Hon'ble Governorshri
2	Shri Jagadish Mehra	Steno Grade-II	Member	
1	Dr. D. B. Patil	Director of Research	Convener	Preparation of Speech of Chief Guest
2	Dr. Vishal Suthar	Planning Officer	Member	
1	Dr. V. M. Ramani	Dean, Dairy Science Faculty	Convener	Preparation of Speech of Minister(AH) & Guest of Honor
2	Shri Ankit Thesiya	Asst. Professor	Member	
1	Dr. R. G. Shah	ADR	Convener	Preparation of Speech of Hon'ble Vice Chancellor
2	Smt. Ashwini Mahadkar	Steno Grade -I	Member	
1	Dr. B. N. Patel	DSW	Convener	Preparation of PPT & Video for Convocation
2	Shri Arvind Patel	Head Clerk	Member	

Note: All the convener should prepare the speech of respective dignitaries and send the approved copy of it to the convener, printing of speech committee for printing under the intimation of the undersigned.

11. Food & Accommodation Committee :-

No.	Name	Designation		Responsibility
1	Shri Hiralbhai Bhatt	Asst. Registrar	Convener	<ul style="list-style-type: none"> All the procedure related to food arrangements & Accommodation Prepare menu, arrange for lunch, high tea for VVIPs/ VIPs, candidates and invited guests, press, staff & Students. Food arrangement for drivers of VVIPs/ VIPs, and security members Arrangement of drinking water at the venue of Convocation for Guest, Students and Member. Get approved list of VVIPs/ VIPs for lunch.
2	Shri C. P. Solanki	Accounts officer	Member	
3	Shri Bhargav Trivedi	Head Clerk	Member	
4	Shri Darshan Amin	Junior Clerk	Member	

Note: Proper utensils set for VVIPs/ VIPs lunch/Tea/Coffee, instead of paper/plastic cup/dishes.

12. Application Scrutiny Committee :-

No.	Name	Designation		Responsibility
1	Dr. D. B. Patil	Dean, Veterinary Science Faculty	Convener (for Veterinary faculty)	<ul style="list-style-type: none"> To scrutinize the application and finalize the list of candidates for the award of degree
2	Dr. V. M. Ramani	Dean, Dairy Science Faculty	Convener (for Dairy faculty)	
3	Dr. D. B. Patil	Dean, Fisheries Science Faculty	Convener (for Fisheries faculty)	
4	Shri N. J. Dave	Asst. Registrar	Member	<ul style="list-style-type: none"> Verification of Details of Degree certificate after printing
5	Shri Sandeep Makwana	OS	Member	
6	Shri Jaydeep Vanzara	Senior Clerk	Member	
7	Smt. Ritaben Patel	Senior Clerk	Member	

13. Liaison with Raj Bhavan, Collector and Chief Guest :-

No.	Name	Designation		Responsibility
1	Shri Manish Gupta	I/c Registrar	Convener	<ul style="list-style-type: none"> To keep close co-ordination with Raj Bhavan, Collectorate, DSP and dignitaries. Arrangement for Chair of Hon'ble Governorshri
2	Shri H. R. Bhatt	Asst. Registrar	Member	
3	Shri Samir Vyas	Computer Programmer	Member	
4	Shri Jagdish Mehara	Steno Grade-II	Member	

14. Traffic/ Vehicle Parking Committee :-

No.	Name	Designation		Responsibility
1	Shri Manish Vagadiya	Deputy Engineer	Convener	<ul style="list-style-type: none"> All the procedure related to transportation arrangements To make the arrangement for vehicle for VIPs and parking of vehicle as per requirement.
2	Shri Pratik Jani	Jr. Clerk	Member	
3	Shri Amrish Mehta	Jr. Clerk	Member	

15. Technical Support, Audio/Visual preparation & Management Committee :-

No.	Name	Designation		Responsibility
1	Dr. A. B. Patel	Director of Information Technology	Convener	<ul style="list-style-type: none"> All the procedure related to arrangement and display of PPT, Video, Details of Guest, Guest of Honor, Gold Medalists, achievements of Kamdhenu University etc. Arrange for Photography and videography of the event. Provide all technical support for IT & audio visual facilities arrangements for smooth functioning of event & its live streaming. Provide Convocation photographs and Video CD to the Hon'ble Governorshri within week of Convocation programme. Recording of all speech delivered from stage & transcribe the speech of Hon'ble Governorshri for sending it to the Rajbhavan.
2	Shri Samir Vyas	Computer Programmer	Member	
3	Shri Vivek Joshi	Computer Programmer	Member	
4	Shri Ravi Parekh	Jr. Clerk	Member	

16. Finance Committee :-

No.	Name	Designation		Responsibility
1	Smt. Nisha Talsaniya	I/c Comptroller	Convener	<ul style="list-style-type: none"> All the procedure related to Abstract bills, Arrangement for grants, Paying bills etc.. TA/DA to guests.
2	Shri C. P. Solanki	Accounts Officer	Member	
3	Shri Dipesh Mehta	Sr. Clerk	Member	

17. General Administration Committee :-

No.	Name	Designation		Responsibility
1	Shri Manish Gupta	I/c Registrar	Convener	<ul style="list-style-type: none"> I Card for all kinds i.e. all access & etc. Correspondence with Dy. SP, Food Inspector, CIVIL, Fire Brigade, Torrent, Collector, RTO Gandhinagar Declaration note by Governershri Letter to R & B Procession preparation with mace by Dy. Registrar. preparation of Dias plan, programme procedure & minute to minute programme. Printing Degree Certificates Message of Hon'ble Vice Chancellor Printing Printing of Degree Register and to put for signature of Hon'ble Chancellor. Pen & folder for Governorshri and dignitaries on Dias Arrange Police Band (SRP/CRPF) Preparation
2	Shri H. R. Bhatt	Asst. Registrar	Member	
3	Shri Nirag Dave	Asst. Registrar	Member	
4	Shri Mansinh sodha	OS	Member	
5	Shri Sandeep Makwana	OS	Member	
6	Shri Vipul Vaghela	Computer Programmer	Member	
7	Shri Bhargav Trivedi	Head Clerk	Member	
8	Shri Jaydeep Vanzara	Sr. Clerk	Member	

Note: The Convener may keep two or three members in their committee, if required and can be informed to undersigned.

All Units 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. If required conveners may assign the function to any of the staff member of the University in consultation with the respective Head of Departments/Units.


Registrar

No.KU/Reg/U-1/Acd-03/T-6/7th Convocation/ 842 /2021

Dt. 20/01/2021

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E-Mail

Copy to:

- 1) All officers of the Kamdhenu University, Gandhinagar
- 2) All Deans of the Kamdhenu University, Gandhinagar
- 3) All Principal of College/PG Institute of Kamdhenu University, Gandhinagar
- 4) All Committee Conveners/Members.
- 5) PS to Hon'ble VC Kamdhenu University, Gandhinagar
- 6) PS to Registrar Kamdhenu University, Gandhinagar
- 7) Director, Information Technology, KU for uploading the same on KU website.
- 8) Executive Engineer, KU for arrangements of vehicle as per requirements received from respective conveners.
- 9) Select file / office order file.