



Kamdhenu University

Our Motto: Welfare of all living beings
(Established by Government of Gujarat vide Gujarat Act No.9 of 2009)

-: Circular:-

Fifth Convocation of the Kamdhenu University will be held on Friday, 7th December 2018 at Mahatma Mandir, Kh-4 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. P. H. Vataliya	I/c Vice Chancellor and Director of Extension Education	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. R. R. Shah	Registrar	Member	
4	All Convener of the committees	All Convener of the committees	Member	
5	Shri Manish Gupta	Dy Registrar	Member-Secretary	

2. Invitation Committee :-

No.	Name	Designation		Responsibility
1	Dr. P. P. Patel	Project Officer	Convener	<ul style="list-style-type: none">• Preparation of invitation card• Printing of invitation card, Speeches, Programme procedure• Preparation of guest list• Distribution & Dispatch of invitation card & Confirmation & Follow up• V. VIP Card distribution Sachivalaya
2	Shri Laxamansinh Zala	PS to DEE	Member	
3	Dr.Mahipatsinh . Rajput	Veterinary Officer	Member	
4	Shri MohnishVasavada	OS	Member	
5	Shri S P Chhaya	PRO to Hon'ble VC	Member	

3. Reception Committee :-

No.	Name	Designation		Responsibility
1	Dr. P. H. Vataliya	Director of Extension Education	Convener	<ul style="list-style-type: none"> • Receive VIPs, at Guest House/ Auditorium • Make arrangement for accommodation, refreshment-lunch for VIPs
2	Dr. D. B. Patil	Director of Research	Member	
3	Dr. R. G. Shah	Dean, Vet. Sci. Faculty	Member	
4	Dr. V. M. Ramani	Dean Dairy Science	Member	
5	Dr. R. R. Shah	Registrar	Member	
6	Shri S. P. Chhaya	PRO to Hon'ble V C	Member	

4. Procession Committee :-

No.	Name	Designation		Responsibility
1	Shri Manish Gupta	Deputy Registrar	Convener	<ul style="list-style-type: none"> • Make arrangement for procession at Auditorium • Preparation of Label of procession • Distribution & collection of Badge, Shawl to Hon'ble VCs and Dignitaries • Distribution and collection of Badge, Shawl to the members of the procession
2	Shri N. J. Dave	Asst. Registrar	Member	
3	Mr. Mansing R Sodha	Office Superintendent	Member	
4	Shri Jaydeep B. Vanzara	Senior Clerk	Member	
5	Shri Kamlesh Parmar	Junior Clerk	Member	
6	Mrs. Ashvini Mahadkar	Steno Grade - 1	Member	
7	Mrs. Ritaben Patel	Sr. Clerk	Member	
8	Mrs. Bela Vyas	Jr. Clerk	Member	
9	Mrs. Heena Patel	Jr. Clerk	Member	

5. Distribution of Certificate and Dupatta Committee :-

No.	Name	Designation		Responsibility
1	Shri N. J. Dave	Assistant Registrar	Convener	<ul style="list-style-type: none"> • Distribution of Angavastram • Finalization of Dress code of Staff & Student • Preparation of Badge • Degree certificate to the candidate
2	Shri Mitesh Hingu	Assistant Professor (DSC, Amreli)	Member	
3	Shri Anil Chaudhari	Assistant Professor (MIDFT, Mehsana)	Member	
4	Dr. Paresh Makwana	Assistant Professor (Poly. Himmatnagar)	Member	
5	Shri Sandeep Makwana	OS	Member	
6	Shri V. S. Vaghela	Computer Prog.	Member	
7	Shri Pinak Vyas	Senior Clerk	Member	

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. • Distribution of Speech kit • Decoration of Auditorium and arrange Dais as approved by Hon'ble Governor, Back drop banner and other banner Gates, parking etc. • Arrangement of lighting of lamp, Sarshwatima Murti. • Decoration of Procession Path and Auditorium. • Arrangement sound system for Sarasvati vandna, University Song, Announcement. • Stage arrangement for students for invocation • Chair for Governor Shri. Name plate, folders for guests. hanker chief, tray for gold medal, water bottle, Teapoy-3 etc. • Relevant Correspondence.
2	Shri Rakesh Bhalani	Deputy Engineer	Member	
3	Shri Manish Vagadiya	Deputy Engineer	Member	
4	Shri Gaurang Bhatt	Head Clerk	Member	
5	Shri Ravi Shida	Computer Programmer	Member	
6	Harsh Patel	Jr. Engineer	Member	
7	Mrs. Jhanvi Vyas	Sr. Clerk	Member	
8	Shri Vivek Joshi	Computer Programmer	Member	

7 Announcement Committee :-

No.	Name	Designation		Responsibility
1	Ms. Hiral Shukla	I/c University Librarian	Convener	<ul style="list-style-type: none"> • Announcement of the programme and ceremony in the Auditorium.
2	Dr. Shraddha Vekariya	Assistant Professor	Member	
3	Dr. Shreeja Swami	Veterinary Officer	Member	
4	Ms. Mansi Patel	Student B.Tech (DT)	Member	

8. Press/Media Committee :-

No.	Name	Designation		Responsibility
1	Dr. R. R. Shah	Registrar	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. • Arrangement for Photography and videography to the event. • Recording of all speech delivered from stage • Preparing e-press note of pre and post convocation and send to press for wide Publicity. • Group photo session & photo of gold medalists
2	Shri Manish Gupta	Dy. Registrar	Member	
3	Shri M. R. Sodha	OS	Member	
4	Shri Mohnish Vasavada	OS	Member	
5	Shri Jagadish Mahera	Steno grade-II	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 Dairy, Fisheries & Veterinary faculty • Preparation of certificate for gold medal recipient
2	Shri K.M.Panchal	Account Officer	Member	
3	Shri Arvind Patel	Head Clerk	Member	

10. Speech preparation Committee :-

No.	Name	Designation		Responsibility
1	Dr. R. R. Shah	Registrar	Convener	Speech preparation of Hon'ble Governor
2	Shri Manish Gupta	Dy. Registrar	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 Faculty	Convener	Preparation of Speech of Minister (AH) & Guest of Honor
2	Shri Ankit Thesiya	Asst. Professor	Member	
1	Dr. R. G. Shah	Associate Director of Research	Convener	Preparation of Speech of Hon'ble Vice Chancellor
2	Dr. Meghraj Chaudhary	Assistant Professor	Member	
3	Smt. Ashvini Mahadkar	Steno Grade - 1	Member	

11. Food Committee :-

No.	Name	Designation		Responsibility
1	Shri H. R. Bhatt	Asst. Registrar	Convener	<ul style="list-style-type: none"> All the procedure related to food arrangements Prepare menu, arrange for lunch, high tea for VIPs, candidates and invited guests, press, staff & Students/ Divyang students. Food arrangement for drivers of VIPs, and security members
2	Shri S. P. Chhaya	PRO to VC	Member	
3	Shri C. P. Solanki	Accounts officer	Member	
4	Shri Naynesh Patel	Accounts officer	Member	
5	Shri Mohnish Vasavada	OS	Member	
6	Shri Piyush Prajapati	Sr. Clerk	Member	
7	Shri Piyush Rajani	Sr. Clerk	Member	
	As per requirement			

12. Scrutiny Committee :-

No.	Name	Designation		Responsibility
1	Dr. R.G.Shah	Dean, Veterinary Faculty	Convener (for Veterinary faculty)	<ul style="list-style-type: none"> To scrutinize the applications and finalize the list of candidates for the award of degree
2	Dr. V. M. Ramani	Dean, Dairy Faculty	Convener (for Dairy faculty)	
3	Dr Smit Lende	Dean, Fisheries Faculty	Convener (for Fisheries faculty)	
4	Shri N. J. Dave	Assistant Registrar	Member	<ul style="list-style-type: none"> Verification of Details of Degree certificate after printing
5	Shri V. S. Vaghela	Computer Programmer	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	Dr. R. R. Shah	Registrar	Convener	To keep close co-ordination with raj Bhavan, Collectorate, DSP and dignitaries. Arrangement for Chair of Hon'ble Governorshree
2	Shri S. P. Chhaya	PRO to VC	Member	
3	Shri Samir Vyas	Computer Programmer	Member	To assist PRO
4	Shri Jagdish Mehara	Steno Grade - 2	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 Jasmin Chovatiya	OS	Member	
3	Shri Pratik Jani	Jr. Clerk	Member	
4	Shri Darshan Amin	Jr. Clerk	Member	
5	Shri Arjan Chavda	Jr. Clerk	Member	

15. Finance Committee :-

No.	Name	Designation		Responsibility
1	Shri S. K. Jethani	Comptroller	Convener	<ul style="list-style-type: none"> Abstract bills, arrangements for grants, paying of bills. TADA to guest All purchase related to convocation
2	Smt Nisha Talsaniya	Audit Officer	Member	
3	Shri Dipesh Mehta	Sr. Clerk	Member	

16. Convocation Administration Committee :-

No.	Name	Designation		Responsibility
1	Dr. R. R. Shah	Registrar	Convener	<ul style="list-style-type: none"> I Card for all kinds i.e. all access & etc. Correspondence with DYSP, Food Inspector, CIVIL, Fire Brigade, Torrent, Collector, RTO Gandinagar Declaration note by Governershriji
2	Shri Manish Gupta	Deputy Registrar	Member	
3	Shri H.R.Bhatt	Assistant Registrar	Member	
4	Shri N. J. Dave	Assistant Registrar	Member	
5	Shri M. R. Sodha	OS	Member	
6	Shri Sandip Makwana	OS	Member	

7	Shri V. S. Vaghela	Computer Programmer	Member	<ul style="list-style-type: none"> • Letter to R&B • Procession preparation with mace by Dy. Registrar • Printing Degree Certificates • Message of Vice Chancellor Printing • Printing of Degree Register and take signature of Hon'ble Vice Chancellor & Hon'ble Chancellor. Pen for Hon'ble Governorshri • Arrange Police-Band (SRP / CRPF) Preparation
8	Shri Bhargav Trivedi	Head Clerk	Member	

Note: The Convener may keep two or three members in their committee if required.

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 convenors may assign the function related work to any of the staff member of University in consultation with respective Head of Departments/Head of Units.


 Registrar

No.KU/REG/Acad/Convo-5/5201/2018 Dt.14/09/2018

Copy to:

- 1) Concern All officers of the Kamdhenu University, Gandhinagar
- 2) All Deans of the Kamdhenu University, Gandhinagar
- 3) All Principal of College/Polytechnic of Kamdhenu University, Gandhinagar
- 4) All Committee members
- 5) PS to Hon'ble Vice Chancellor, Kamdhenu University, Gandhinagar
- 6) PS to Registrar Kamdhenu University, Gandhinagar
- 7) Shri Ravi Shida, Computer Programmer for uploading on KU website.
- 8) Select file / office order

