



Kamdhenu University

Our Motto: Welfare of all living beings

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

-: Circular:-

Fourth Convocation of the Kamdhenu University will be held on Saturday, 3rd February 2018 at Town Hall, Sector: 17, Gandhinagar, Gujarat. Following Committees are formed 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	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	Dr. R. R. Shah	Registrar	Member	
5	Dr. B. N. Patel	Director of Students Welfare	Member	
6	Mrs Nisha Talsania	I/c Comptroller	Member	
7	Shri S. P. Chhaya	PRO to VC	Member	
8	Shri S. G. Chandne	Executive Engineer	Member	
9	Ms. Hiral U. Shukla	I/c University Librarian	Member	
10	Shri Manish Gupta	Deputy Registrar	Member	
11	Shri N. J. Dave	Assistant Registrar (Acad)	Member	
12	Shri H. R. Bhatt	Assistant Registrar (Adm)	Member	
13	All Convener of the committees	All Convener of the committees	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 card • Printing of Speeches, Programme procedure • Preparation of guest list • Distribution & Dispatch of invitation card & Confirmation & Follow up
2	Dr. P. P. Patel	Project Officer	Member	
3	Shri Laxamansinh Zala	PS to DEE	Member	
4	Dr Mahipatsinh . Rajput	Veterinary Officer	Member	
5	Shri Mohnish Vasavada	OS	Member	
6	Shri Samir Vyas	Computer Programmer	Member	

3. Reception of VIPs Guest 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 VIP
2	Dr. D. B. Patil	Director of Research	Member	
3	Dr. S. B. Deshpande	Dean, Vet. Sci.Faculty	Member	
4	Dr. P. P. Patel	Project Officer	Member	
5	Shri S. P. Chhaya	PRO to VC	Member	
6	Dr. R. R. Shah	Registrar	Member	
7	Shti Vivek Shrivastava	Assistant Professor	Member	
8	Dr. Sujit Kumar	Assistant Professor	Member	

4. Procession Organizing 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
2	Shri N. J. Dave	Asst. Registrar	Member	
3	Shri Vipul S. Vaghela	Computer Programmer	Member	
4	Shri Jaydeep B. Vanzara	Senior Clerk	Member	
5	Shri Pinak Vyas	Senior Clerk	Member	
6	Mrs. Ashvini Mahadkar	Steno Grade - 1	Member	<ul style="list-style-type: none"> • Distribution & collection of Badge, Shawl to Hon'ble VCs and Dignitaries • Distribution and collection of Badge, Shawl to the members of the procession
7	Mr. Mansing R Sodha	Office Superintendent	Member	
8	Shri Bhargav S Trivedi	Head Clerk	Member	
9	Mrs. Ritaben Patel	Sr. Clerk	Member	
10	Mrs. Bela Vyas	Jr. Clerk	Member	
11	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 Vipul Vaghela	Computer Prog.	Member	
7	Shri Jaydeep Vanzara	Senior Clerk	Member	
8	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. • Arrange Police-Band (SRP / CRPF) Preparation and Distribution of 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, Sarshwati Murti. • Decoration of Procession Path and Auditorium. • Arrangement sound system for Sarasvati vandna, University Song, Announcement. • Chair & Pen for GovernorShri, Name plate, folders for guest, hanker chief, tray for gold medal, water bottle etc. • Relevant Correspondence.
2	Shri Rakesh Bhalani	Deputy Engineer	Member	
3	Shri Ravi Shida	Computer Programmer	Member	
4	Harsh Patel	Jr. Engineer	Member	
5	Mrs. Hetal Patel	Steno Grade-II	Member	
6	Mrs Rajan Rana	OS	Member	
7	Shri Gaurang Bhatt	Head Clerk	Member	
8	Shri Vivek Joshi	Computer Programmer	Member	
9	Dr. Meghraj Chaudhari	SRA	Member	

7. Announcement/Master of Ceremony Committee :-

No.	Name	Designation		Responsibility
1	Dr. B. N. Patel	Director of Students Welfare	Convener	<ul style="list-style-type: none"> Announcement of the programme and ceremony in the Auditorium.
2	Ms. Hiral Shukla	I/c University Librarian	Member	
3	Dr. Gangaram Chaudhari	Assistant Professor	Member	
4	Dr. Shraddha Vekariya	Assistant Professor	Member	
5	Dr. Shreeja Swami	V.O.	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 deliver 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	Mr. Nirmal Sanchla	Steno grade-I	Member	
4	Shri Mansingh R. Sodha	OS	Member	
5	Shri Jagadish Mahera	Steno grade-II	Member	
6	Shri Piyush Rajani	Sr. Clerk	Member	
7	Shri Ravi Parekh	Jr. Clerk	Member	

9. Medal Distribution 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 & Veterinary faculty Preparation of certificate for gold medal recipient
2	Dr. Tejas Patel	Assistant Professor	Member	
3	Shri K.M.Panchal	Account Officer	Member	
4	Shri Arvind Patel	Head Clerk	Member	
5	Mrs. Hetal Patel	Steno grade-II	Member	
6	Shri Sandip Patel	Sr. 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	
3	Shri Nirmal Sanchala	Steno Grade - 1	Member	
4	Shri Piyush Rajani	Sr. Clerk	Member	
1	Dr. D. B. Patil	Director of Research	Convener	Preparation of Speech of Chief Guest
2	Dr. R. G. Shah	Associate Director of Research	Member	
3	Shri Mir Mohamad Shaikh	Steno Grade - 1	Member	
1	Dr. S. B. Deshpande	Dean, Veterinary Faculty	Convener	Preparation of Speech of Minister (AH) & Guest of Honor
2	Shri Vivek Shrivastava	Dean, Fisheries Faculty	Member	
3	Smt. Hetalben Patel	Steno Grade - 2	Member	
1	Dr. P. H. Vataliya	D.E.E	Convener	Preparation of Speech of Hon'ble Vice Chancellor
2	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. 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	Sr. Clerk	Member	
5	Shri Piyush Prajapati	Sr. Clerk	Member	
6	Shri Mohnish Vasavada	OS	Member	

12. Application Scrutiny Committee :-

No.	Name	Designation		Responsibility
1	Dr. S. B. Deshpande	Dean, Veterinary 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 Verification of Details of Degree certificate after printing
2	Dr. V. M. Ramani	Dean, Dairy Faculty	Convener (for Dairy faculty)	
3	Shri Vivek Shrivastava	Dean, Fisheries Faculty	Member	
4	Shri N. J. Dave	Assistant Registrar	Member	
5	Shri V. S. Vaghela	Computer Programmer	Member	
6	Shri Jaydeep Vanzara	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.
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	
6	Shri Jayesh Chaudhari	Jr. Clerk	Member	

15. Finance Committee :-

No.	Name	Designation		Responsibility
1	Mrs. Nisha Talsaniya	Comptroller I/c	Convener	<ul style="list-style-type: none"> Abstract bills, arrangements for grants, paying of bills. TADA to guest All purchase related convocation
2	Shri Chandrakant Solanki	Accounts Officer	Member	
3	Shri Jasmin Chovatiya	OS	Member	
4	Shri Dipesh Mehta	Sr. Clerk	Member	

16. 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 Gandhinagar• Declaration note by Governershriji• 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.
2	Shri Manish Gupta	Deputy Registrar	Member	
3	Shri N. J. Dave	Assistant Registrar	Member	
4	Shri V. S. Vaghela	Computer Programmer	Member	
5	Shri Sandip Makwana	OS	Member	
6	Shri Mansingh R. Sodha	OS	Member	
7	Shri Bhargav Trivedi	Head Clerk	Member	

Note: The Convener may keep one or two 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.


Registrar

No.KU/REG/ACD/Convo-4/9925 /2017 Dt.12/12/2017

To,

Conveners / members of all above said Committees

Copy to:

1. All Officers / Unit Heads of the Kamdhenu University, Gandhinagar
2. PS to VC Kamdhenu University, Gandhinagar
3. PS to Registrar Kamdhenu University, Gandhinagar.
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