

Nodal Officer

K. K. Wagh Education Society, Nashik has formed a high level advisory committee for its professional colleges. The members of this committee are as follows.

Sr. No.	Name of Member	Affiliation	Status
1	Mr. Vivek Sawant	Managing Director, MKCL	Chairman
2	Prof. B. M. Naik	Ex. Principal, SGGGS Nanded	Member
3	Dr. D. G. Hapse	Ex. Director, VSI, Pune	Member
4	Dr. U. N. Gaitonde	Professor, IIT Bombay	Member
5	Dr. D. M. More	Ex. Director General, MERI, Nashik	Member
6	Mr. N. A. Joshi	Ex. Director, MSEB	Member
7	Dr. Vijay Bhatkar	Director, ETH Research Lab	Member

Since last four years, the meeting of this committee is regularly held at an interval of three months. All the Principals, Head of Departments & Senior Staff members from all professional colleges attend this meeting. Generally presentations are done by each institute about the progress done, new initiatives taken, projects carried out etc. A review of implementation of earlier decisions is done & fresh directives are given by the honourable members of advisory committee. In order to Co-ordinate the meetings of Advisory Committee, K. K. Wagh Education Society, Nashik Desires to appoint a Nodal Officer.

The responsibilities of Nodal Officer will be as follows :

- Preparing the Agenda. Agenda Notes for advisory committee meeting.
- Co-ordinating with all members for their travel & stay arrangements.
- Making all necessary arrangements for conducting the meeting.
- Preparing minutes of meeting.
- Circulation of minutes among the members and all professional colleges of K. K. Wagh Education Society.
- Preparing action plan for implementation of suggestions / recommendations given by the honourable members.
- Follow up of action plan with heads of all respective institutes.
- Arranging a Co-ordination meeting prior to the advisory meeting & finalising the agenda & action taken report to be tabled during the meeting.
- Preparation of monthly news letter based on inputs received from various institutes & circulating it to all concerned.

All necessary assistance & resources required for carrying out the above activities will be provided by the Central Office of the Education Society.

The candidate interested in applying should preferably be a Post-graduate in any branch with English Medium and minimum of 3 years experience related to office work & good communication skills. Knowledge of Marathi & Computer literacy is essential.