



ORIENTAL COLLEGE OF MANAGEMENT

Approved by AICTE, New Delhi & Govt. Of M.P. Affiliated to Barkatullah University Bhopal

Oriental Campus, Opp. Patel Nagar, Raisen Road, Bhopal-462022 (M.P.) India.

Phone: - 0755-2529026, 2529086, 2529057, 2529258, Fax: 0755-2529472

E-mail: directorocm@oriental.ac.in, Website: www.oriental.ac.in

RECRUITMENT POLICY

ORIENTAL GROUP OF INSTITUTIONS

Visionary efforts of Dr. K.L. Thakral, businessman par excellence in the region, whose enlightened desire to, provide quality professional education to the members of the learners community in the region, in the main resulted in the establishment of Oriental Group of Institutions firstly at Bhopal & at Jabalpur & Indore later.

The Group offers professional programs related to Business Administration, Computer Applications, Engineering, Law & Pharmacy at Diploma, Graduate & Post Graduate Levels. All the programs of the Group are authorized / recognized by appropriate academic administrative bodies at State & National Levels. Oriental University, a deemed to be University is functioning at Indore.

ORIENTAL COLLEGE OF MANAGEMENT

Oriental Group of Institutions at Bhopal & Jabalpur are managed by Mr. Praveen Thakral, Illustrious Son of Dr. K.L. Thakral, under whose leadership, the Institutions of the Group at Bhopal & Jabalpur have reckoned themselves as "Cynosure" institutions for quality professional education in the State of Madhya Pradesh.

Since its establishment in 2004, OCM has been the No. 1 Management College in Bhopal, delivering the most effective & comprehensive MBA education in Central India. Our program uniquely integrates traditional values with cutting-edge business education, bringing together students from diverse backgrounds—including science, arts, commerce, & engineering. We focus on developing their conceptual & analytical skills to refine their talents & prepare them for the dynamic demands of the modern business world.

VISION

To become a global hub of management education & research which transforms scholars into excellent professionals to serve the society.

MISSION

M-1: To provide industry oriented knowledge & skill based exposure to students for their overall development.

M-2: To instill students with sense of ethics, leadership capabilities & effective communication power.



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M-3: To foster research & consultancy in collaboration with industries of global repute so that students come up with innovative ideas that evolve best management practices.

QUALITY POLICY

Constantly & continuously improving the policies & procedures, matching & even exceeding the dynamic standards, governing the academic administration & delivery processes & systems, enabling the members of its learners community to receive the latest & state of art knowledge & skills, equipping them to compete with the best in diverse professional environments.

RECRUITMENT POLICY OF OGI

Objective: To define the policy guidelines for recruiting faculty & staff at various levels & cadres of OGI. OGI has developed a comprehensive procedure for recruitment of faculty & staff. The details are as follows.

- Departments & Institutes of OGI, before the beginning of the new academic year, assess the need for recruiting faculty & staff, as per the mandatory requirements of academic administrative bodies, discusses the same at departmental or institutional levels before submitting their request to higher authorities of OGI. HOD's at the departmental level & Directors at the Institutional level finalize the assessment at departmental & Institutional levels respectively before it is forwarded to Chairman/CEO for further action.
- CEO along with Directors assess the need for recruiting faculty & staff & after getting convinced with the requirements proposes to the Chairman about the need for recruiting faculty & staff for OGI.
- Chairman after getting satisfied with CEO's explanation about the need for new faculty & staff, instructs the HR department through CEO to put up advertisements in leading News publications, clearly indicating the qualification & experience details for the candidates besides mentioning the last date for submitting the applications & other details which are relevant for recruitment.
- Applications received from the prospective candidates are scrutinized & catalogued according to their age, qualification, experience & any other particular criterion as per the specific requirements & the list of candidates to be called for interview shall be finalized in consultation with respective HOD's & Directors & the date of interview of the candidates shall also be finalized.
- If the number of positions to be filled is not high & if there exists urgency in filling up a vacancy, the candidates selected for interview are personally contacted, date of interview shall be informed.



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- If it is of non urgent nature, upon scrutiny of applications, the candidates to be called for interview is shortlisted, the date for personal interview is intimated to the candidate with clear instructions about the time & location of the interview.
- The candidate is then interviewed by the selection committee consisting of Subject Expert, at least two Directors, HR Executive & the Chairman.
- Selected candidates are then sent Offer letters clearly informing the last date for reporting for duty at OGI. In case, a candidate fails to report to duty on the appointed day without any intimation, then the candidate next in the selection list as per the merit shall be sent with the offer Letter of OGI.
- At the time of interview, the candidates are clearly informed about the service conditions
- Non teaching technical staff is selected based either on their qualification or knowledge or experience or all of them in the presence of a committee consisting of HOD & senior faculty of the department. Their recommendations are then finalized by the appropriate authorities of OGI for appointment.
- Non teaching, non technical staff of OGI are recruited based on their qualification & experience in similar environments following the procedure cited as above.
- HR department of OGI also keeps a data base of the prospective candidates for appointment to various positions in OGI & this information shall also be used which recruiting a candidate for various positions of OGI without taking recourse through advertisement route.
- Appropriate authorities of OGI shall also recommend candidates based on their personal contacts & their inputs shall be given due consideration especially while filling in senior level positions at the OGI.



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WELFARE MEASURES

The Teaching & Non-teaching staffs are more valuable assets of the institute. Continuous dialog takes place with them by the management to understand various issues. Normal problems related to health, transport, working conditions, salary etc. are resolved through mutual discussions.

The following are the effective welfare measures for teaching & non-teaching staff of the institute.

For Teaching Staff Members:

- 12 days of casual leaves in a year apart from vacations.
- Promotion & increments are given based on the appraisal.
- For Female faculty members a Maternity leave of maximum 6 Months on non-paid basis.
- On Duty leave is given to faculty members to official work.
- Sponsoring the faculty members for online courses registration.
- Sponsoring the complete registration fee for Patent filing.
- Seed money to the faculty members those who are actively engaging in projects.
- On-duty leaves/ Special Leaves are granted to the faculty members those who are pursuing Ph.D.
- Reward for producing University Ranks by their students.
- Cash awards & Certificate of Appreciation for academic excellence.
- Incentive for publication of papers / research articles.
- Subsidiary mess payment.
- Sponsoring the registration fee, boarding expenses & travel expenditure for participation in conferences/workshops/ FDPs.
- Free check-up & first aid at college campus.
- Wi-Fi internet connectivity.
- Providing computing facilities to all faculty members involved in research work.
- To develop administrative skills, institute avail senior employees to attend corporate training program.
- Opportunities to all faculty members to associate with their relevant Professional Societies.
- Recreational activities (Staff Club).
- Promoting faculty members to deliver expert talk inside/outside college.
- Supporting faculty members to conduct/organise a conference/Seminar/workshop/ FDPs.
- Promotion & increments are also given based on academic up gradation.



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For Non-Teaching staff members:

- The Management Contribution of PF ESI contribution is given.
- Increments are given based on the performance & appraisal.
- Duty leave is given for official work like short-term course/workshop/seminar.
- Recreational activities for non-teaching staff also.
- Special Leaves given to pursue higher education.
- Free dress materials to all Office Assistants.
- Compliments are given to the non-teaching staff during festival times.
- Subsidiary mess payment.
- Sponsoring the registration fee, boarding expenses & travel expenditure for participation.
- Free check-up & first aid at college campus.
- Wi-Fi internet connectivity.
- Recreational activities (Staff Club).
- They are felicitated in college functions for special achievements.
- Sponsoring for the online courses.
- Sponsoring the complete registration fee for Patent filing.
- Promotion & increments are given based on Higher Education.