

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

### Oriental College of Technology

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

Oriental College of Technology, on Raisen Road, Bhopal is the flagship institution of the Group. It offers engineering programs in Civil Engineering, Computer Science & Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering, Information Technology, Mechanical Engineering disciplines at graduate and post graduate levels. It is known for its State of Art infrastructural facilities, academic performances of its learner's community and above all their demand in academic, professional and research environments.

### Vision

The institute aspired to become a Centre of Excellence with emphasis on quality teaching and research so as to deliver comprehensively trained, innovative engineers and enterprising, competent professionals who are ethically responsible to serve the society.

### Mission

- To create an academic ambience which nurture the students to attain domain knowledge, lifelong learning skills and ethical inputs to sustain in a highly competitive environment.
- To establish State of Art infrastructure and facilities which will pave the way for dissemination of technical knowledge with passion and commitment.
- To impart industry relevant skill based training and aid in overall development of students.
- To foster research and consultancy in collaboration with Institutes of National repute and industry so that students can come up with innovative technology that caters to the needs of the Society.

## **Quality Policy**

Constantly and continuously improving the policies and procedures, matching and even exceeding the dynamic standards, governing the academic administration and delivery processes and systems, enabling the members of its learners community to receive the latest and state of art knowledge and 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 and staff at various levels and cadres of OGI. OGI has developed a comprehensive procedure for recruitment of faculty and staff. The details are as follows.

Departments and Institutes of OGI, before the beginning of the new academic year, assess the need for recruiting faculty and 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 and Directors at the Institutional level finalize the assessment at departmental and Institutional levels respectively before it is forwarded to Chairman/ CEO for further action.

CEO along with Directors assess the need for recruiting faculty and staff and after getting convinced with the requirements, proposes to the Chairman about the need for recruiting faculty and staff for OGI.

Chairman after getting satisfied with CEO's explanation about the need for new faculty and staff, instructs the HR department through CEO to put up advertisements in leading News publications, clearly indicating the qualification and experience details for the candidates besides mentioning the last date for submitting the applications and other details which are relevant for recruitment.

Applications received from the prospective candidates are scrutinized and catalogued according to their age, qualification, experience and any other particular criterion as per the specific requirements and the list of candidates to be called for interview shall be finalized in consultation with respective HOD's and Directors and the date of interview of the candidates shall also be finalized.

If the number of positions to be filled is not high and if there exists urgency in filling up a vacancy, the candidates selected for interview are personally contacted, date of interview shall be informed.

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 and location of the interview.

The candidate is then interviewed by the selection committee consisting of Subject Expert, at least two Directors, HR Executive and 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.

At the time of interview, the candidates are clearly informed about the service conditions of OGI.

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 and 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 and 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 and this information shall also be used while 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 and their inputs shall be given due consideration especially while filling in senior level positions at the OGI.

This procedure shall come into force with immediate effect.

  
Chairman

**Response:**

The Teaching and 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 and non-teaching staff of the institute.**

**For teaching staff members:**

- 12 days of casual leaves in a year apart from vacations.
- Promotion and 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 and Certificate of Appreciation for academic excellence.
- Incentive for publication of papers / research articles.
- Free welfare like Party/Celebration.
- Subsidiary mess payment.
- Sponsoring the registration fee, boarding expenses and travel expenditure for participation in conferences/workshops/ FDPs.
- Free check-up and first aid at college campus.
- Wi-Fi internet connectivity.
- Providing computing facilities to all the 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.
- They are felicitated in college functions for special achievements.
- Promotion and increments are also given based on academic up gradation.

**For Non-Teaching staff members:**

- The Management Contribution of PF ESI contribution is given.
- 12 days of casual leave in a year apart from vacation.
- Salary and perquisites are subject to deduction of tax.



*[Signature]* Director  
 Oriental College of Technology  
 Thakral Nagar, Raisen Road  
 Bhopal

Increments are given based on the performance and 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.

Free welfare like Party/Celebration.

Subsidiary mess payment.

Sponsoring the registration fee, boarding expenses and travel expenditure for participation.

Free check-up and first aid at college campus.

Wi-Fi internet connectivity.

To develop administrative skills, institute avail senior employees to attend corporate training program.

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 and increments are given based on Higher Education.

  
Director  
Oriental College of Technology  
Thakrat Nagar, Raisen Road  
Bhopal

