

STATUTES AND GOVERNANCE MANUAL

ORANGE CITY INSTITUTE OF MANAGEMENT (OCIM), NAGPUR

Run by: Jai Durga Bahu-uddheshiya Jankalyan Sanstha

Approved by: AICTE, New Delhi

Affiliated to: Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

(As per AICTE Norms & NAAC Quality Framework)
Academic Year: 2025–26

PREAMBLE

These Statutes are framed to regulate the governance, administration, academic functioning, quality assurance, and student support systems of Orange City Institute of Management (OCIM), Nagpur in accordance with AICTE norms, RTM Nagpur University statutes, and NAAC quality benchmarks.

These statutes shall come into force with immediate effect for Academic Year 2025–26.

CHAPTER I

SHORT TITLE AND DEFINITIONS

1.1 These statutes shall be called the “Statutes of Orange City Institute of Management (OCIM), Nagpur”.

1.2 Definitions:

- a) “Institute” means Orange City Institute of Management (OCIM), Nagpur.
- b) “Governing Body” means the apex decision-making authority of the institute.
- c) “Academic Council” means the body responsible for academic planning and monitoring.
- d) “IQAC” means Internal Quality Assurance Cell.
- e) “University” means Rashtrasant Tukdoji Maharaj Nagpur University (RTMNU).
- f) “Council” means AICTE.

CHAPTER II

AFFILIATION AND APPROVAL STATUS

2.1 The Institute is approved by AICTE, New Delhi vide File No. F.No. Western/1-44642711961/2025/EOA.

2.2 The Institute is affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur for conducting MBA Programme.

2.3 The Institute shall strictly adhere to:

- a) AICTE Regulations
- b) RTMNU Statutes and Ordinances
- c) Government of Maharashtra Guidelines

2.4 The sanctioned intake for MBA Program is:

- a) First Year: 120
- b) Second Year: 120

2.5 Program & intake details

Programme Offered:

- a) Master of Business Administration (MBA)
- b) Level: Post Graduate
- c) Department: Management
- d) Year of Establishment: 2009–10

Intake Capacity:

- a) First Year (FY MBA): 120
- b) Second Year (SY MBA): 120
- c) Total Sanctioned Intake: 240

Admission Process:

Admissions are conducted as per norms prescribed by:

- a) DTE Maharashtra
- b) AICTE Guidelines
- c) RTM Nagpur University

Entrance Exams Accepted:

- a) MH-CET
- b) CMAT
- c) CAT
- d) MAT
- e) XAT
- f) ATMA

CHAPTER III

GOVERNING BODY

3.1 Constitution

The Governing Body shall consist of the following members:

- a) President
- b) Secretary
- c) Treasurer
- d) Members nominated by the Trust

The Governing Body ensures policy formulation, institutional growth, financial planning, and strategic development.

Sr. No.	Name	Designation
1	Shri Ritesh R. Sharma	Secretary
2	Shri Umesh R. Sharma	President
3	Smt. Narmadadevi Sharma	Vice President
4	Shri Rakesh R. Sharma	Treasurer
5	Shri Dhawalsingh Mohite	Member
6	Shri Raju D. Pansare	Member
7	Ku. Shruti A. Sharma	Member

3.2 Powers and Functions

The Governing Body shall:

- a) Approve institutional policies
- b) Sanction budget and financial planning
- c) Appoint Principal and senior academic staff
- d) Ensure compliance with AICTE and University norms
- e) Review institutional performance annually

3.3 Meetings

The Governing Body shall meet at least twice in an academic year and maintain proper minutes of meetings.

CHAPTER IV

ACADEMIC ADMINISTRATION

4.1 Officiating Principal:

Dr. Anil Sharma

Associate Professor – Marketing Management

Qualification: Ph.D., MBA (Marketing)

Experience: 35 Years (Corporate & Academic)

Role & Responsibilities:

- a) Academic planning and monitoring
- b) Implementation of RTMNU curriculum
- c) Faculty development
- d) Academic audits
- e) Student discipline and academic progress

Functions:

- a) Implement academic policies
- b) Supervise teaching-learning process
- c) Maintain discipline
- d) Ensure compliance with statutory bodies
- e) Represent the institute before University and AICTE

4.3 Head of Department (MBA)

Prof. Minakshi Shendre

Head of Department – MBA

Specialization: HR & Marketing

Qualification: MBA, M.Com, M.A (Entrepreneurship Development)

Experience: 15 Years

The Head of Department shall:

- a) Coordinate departmental activities
- b) Allocate teaching workload
- c) Mentor faculty and students
- d) Maintain academic records
- e) Support NAAC and accreditation documentation

ACADEMIC ADVISORY BODY

The Academic Advisory Body includes experts from academia and industry to guide curriculum enrichment and institutional development.

Members include:

- a) International academic experts
- b) Industry leaders
- c) HR professionals
- d) Corporate managers

Their role:

- a) Suggest curriculum improvements
- b) Recommend industry integration
- c) Promote research culture
- d) Strengthen placement opportunities

CHAPTER V

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Coordinator:

Prof. Mamta Kumari

Specialization: HR & Operations

Qualification: Ph.D. (Pursuing), MBA, M.Tech

5.1 Establishment

The Institute shall maintain an Internal Quality Assurance Cell (IQAC) as per NAAC guidelines.

5.2 Composition

IQAC shall consist of:

- a) Principal (Chairperson)
- b) IQAC Coordinator
- c) Senior Faculty Members
- d) Industry Representative
- e) Administrative Officer
- f) Student Representative

5.3 Functions

IQAC shall:

- a) Develop quality benchmarks
- b) Conduct academic and administrative audits
- c) Collect and analyze student feedback
- d) Prepare Annual Quality Assurance Report (AQAR)
- e) Promote research publications
- f) Organize FDPs and workshops

5.4 Meetings

IQAC shall meet at least once every quarter and maintain documented minutes.

CHAPTER VI

TRAINING AND PLACEMENT CELL

Placement Highlights (2025–26):

- a) Students Placed: 61
- b) Average Package: ₹4.5 LPA
- c) Placement Cell: Active & Functional

6.1 Establishment

The Institute shall maintain a Training and Placement Cell to enhance employability of students.

6.2 Objectives

- a) Facilitate campus recruitment
- b) Arrange internships
- c) Conduct soft skill training
- d) Build industry relations

6.3 Functions

- a) Organize placement drives
- b) Conduct mock interviews and GD sessions
- c) Maintain placement records
- d) Prepare annual placement report

6.4 Reporting

The Training and Placement Cell shall submit annual performance report to the Governing Body.

CHAPTER VII

NATIONAL SERVICE SCHEME (NSS)

7.1 Establishment

The Institute shall operate NSS unit in accordance with University and Government norms.

7.2 Objectives

- a) Develop social responsibility
- b) Promote environmental awareness
- c) Encourage community participation

7.3 Activities

- a) Blood donation camps
- b) Tree plantation drives
- c) Swachh Bharat activities
- d) Health and rural development camps

7.4 NSS Records

Proper documentation of NSS activities shall be maintained for NAAC compliance.

CHAPTER VIII

STUDENT SUPPORT AND MENTORING

8.1 The Institute shall provide:

- a) Academic mentoring
- b) Career counseling
- c) Placement assistance
- d) Remedial classes
- e) Grievance Redressal Mechanism

8.2 Grievance Redressal Committee shall function as per AICTE norms.

CHAPTER IX

RESEARCH AND DEVELOPMENT

9.1 The Institute shall promote:

- a) Faculty research publications
- b) Participation in conferences

- c) Patent filing
- d) Industry consultancy

9.2 Research activities shall be monitored by IQAC.

CHAPTER X

INFRASTRUCTURE AND LEARNING RESOURCES

10.1 The Institute shall maintain adequate:

- a) Classrooms
- b) Computer laboratories
- c) Library facilities
- d) Language laboratories
- e) Seminar hall
- f) Internet connectivity

10.2 Infrastructure shall comply with AICTE standards.

CHAPTER XI

FINANCIAL MANAGEMENT

11.1 The Institute shall operate on approved annual budget.

11.2 Accounts shall be audited annually by a certified auditor.

11.3 Financial transparency shall be ensured as per statutory norms.

CHAPTER XII

AMENDMENTS

These statutes may be amended by the Governing Body subject to:

- a) AICTE guidelines
- b) University regulations
- c) Government policies

DECLARATION

These statutes are adopted and approved by the Governing Body of Orange City Institute of Management, Nagpur for the Academic Year 2025–26 and shall remain in force until amended.