

MUNICIPAL COLLEGE, ROURKELA

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL ,ACADEMIC AND SUPPORT FACILITIES

The college has its own mechanism for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. There are different committees such as Development Committee, Purchase Committee, Budget Committee, Library Committee, Sports and Athletic Committee and Academic Committee. Development Committee consists of Senior Teachers, Academic Bursar, and Head Clerk and Principal is the Chairperson of the Committee. The Development Committee is convened by the Principal whenever occasion arises and agenda specific discussions are made and resolutions are adopted as per the requirements. The budget committee consists of Accounts Bursar, Administrative Bursar, Accountant and Senior most teachers. The committee prepares the Annual Budget at the beginning of the Financial year. The budget is approved by the Principal. Purchase Committee looks after the procurement of office stationery, Library Books, Equipment and apparatus of the Laboratory and procurement is made as per the Odisha General, Financial Rules. Similarly the sports Committee decides about different types of Sports and Athletic events to be conducted as proposed by the University as well as of the college. This committee also decides on the various sports material to be purchased during the financial year. There is also a Library Committee which consists of teachers of different faculties and the Librarian. The committee asks for the book list as per the syllabus to the different departments and they approve the list for purchase of books. The committee also suggests overall development of the library keeping in view the requirements of the students. The Academic Committee consists of all Heads of the Departments and Academic Bursar and the committee looks into the results of their concerned departments and the new methods to be adopted to increase the academic performance of the students. HODs of Science departments also discuss on improvement of the science laboratories and purchase of apparatus, chemicals and consumables etc. The official works are done through computers which covers mostly admission, issue of CLC, form fill up, maintenance of Accounts, payment of salary bills and examination related matters. There is a computer laboratory for IT Section of the college. Besides, there is a computer laboratory for Physics (Hons) students to conduct their computer based practicals. There are 19 numbers of class rooms out of which six are big halls to accommodate 128 students at a time. All the class rooms are provided with whiteboards, light and fans for the comforts of the students. accommodate 128 students at a time. All the class rooms are provided with white boards, light and fans for the comforts of the students. students at a time. All the class rooms are provided with white boards, light and fans for the comforts of the students.